***SUMMARY***

* 4 years handling consolidation work for HK listed company
* 4 years of handling full set of account for MNC company
* Fluent in Cantonese, proficiency spoken and written English, Mandarin and Basis Japanese
* Work effective with diverse people
* Adapt well to changes and pressures in the workplace
* Able to manage multiple tasks at the same time

***Working Experience***

***Café de Coral Holdings Limited ~ Dec 2016 – Present***

***(大家樂集團有限公司)(Stock code: 314)***

***Company Nature:*** one of the largest publicity listed restaurant groups in Hong Kong with over 300 outlets in Hong Kong and more than 100 outlets in Mainland China

**Senior Officer (Finance & Accounting) – involve in month end closing and management report**

Responsibilities:

* Prepare sales report and monitor sales trends and highlight potential risk areas for management review
* Assist in preparation of monthly meeting and Chairman meeting report
* Participate in period-end closing by preparing and reviewing periodical financial reports
* Coordinate with internal finance and other departments to prepare timely and in-depth overhead & variance analysis
* Assist in preparation of annual budget and statutory audit
* Support and assist in all other financial and management reporting
* Handle ad-hoc duties as and when assigned

***Integrated Display Technology Limited ~ Aug 2013 – Oct 2016***

***(萬威國際有限公司)(Stock code: 167)***

*Company Nature:* one of the leading provider of consumer electronic products, major brand Oregon Scientific

Assistant Accountant – involve in consolidation account and management report

Responsibilities:

* Coordinate with overseas subsidiary companies on financial and management reporting matters
* Review and update group consolidated financial and management reports and related schedules for 11 entities (such as US, Italy, France, UK and etc)
* Responsible for financial statement analysis for management review
* Prepare ad-hoc management report on monthly/quarterly basis as requested by management
* Ensure and consolidate all financial reports including monthly, quarterly and year-end closing report submitted on time and accuracy
* Prepare consolidation audit schedules from entities
* Assist in preparation of annual budget and statutory audit
* Participating ad-hoc projects as assigned

***Maclaren (HK) Ltd ~ Nov 2012 – Aug 2013***

***Company Nature:*** *Market leader of parenting industry, Baby Stroller retailing*

**Management Accountant** – responsible for full set of accounts and month end closing

**Responsibilities:**

* Handle month-end closing including preparation of financial statements, variance analysis, and schedules, etc on a timely basis
* Ensure the accuracy of Bank Reconciliation, A/P & A/R Reconciliation
* Prepare month end financial reporting and audit schedule
* Monitor cash flow and prepare cash flow forecast
* Coordinate and handle inter-company recharges and reconciliations
* Liaise and communicate with other teams and departments on account related areas
* Assist in administrative work and handle any ad hoc projects/assignments as requested

***bma Management Ltd ~ Jun2010 – Nov 2012***

***Company Nature:*** *entertainment,*sports management, marketing and promotion, F&B business

**Assistant Accountant** – responsible for full sets of accounts and month end closing

Responsibility:

* Responsible for general accounting duties and maintain daily accounting operation
* Ensure the accuracy of Bank Reconciliation, A/P & A/R Reconciliation
* Monitor cash flow and prepare cash flow forecast
* Prepare Month end closing financial & Management report
* Handle finance analysis, annual budget & forecast
* Supervise subordinates and coordinate with all departments within the company
* Handle Ad hoc project as assigned by manager

***UBM Asia Ltd ~ July 2006 – May 2010***

***Listed in UK, Headquarter in HK***

***Company Nature:*** Organise trade fairs, conferences, trade publications, B2B/B2C portals and virtual event services.

**Account Clerk** – responsible for daily accounting work and ad hoc assignment

Responsibility:

* Manage Account Payable, Receivable & General Ledger
* Preparation of payment, Cash flow report & Bank reconciliation
* Assist to prepare month end closing and monthly financial report
* Handle full set of accounts for subsidiary company
* Perform Ad hoc project as assigned

***MOL Asia Ltd ~ Oct 2005 – Apr 2006***

***Company Nature:*** Providing logistics services

**Temporary Account Officer** – responsible for daily accounting work and ad hoc assignment

Responsibility:

* Data Entry, A/C Payable, A/C Receivable, General Ledger
* Preparation of payment, Issuing Invoice
* Assist to prepare month end closing and monthly financial report
* Perform the work as assigned

***EDUCATION***

**Monash University – Melbourne ~** 03/*2003 – 07/2005*

Bachelor of Business in Accounting

**Monash College – Melbourne ~** 10/*2001 – 03/2003*

Diploma of Business

**Melbourne Institute Business Technology – Melbourne** ~ 03/*2001 – 10/2001*

Certificate IV in Business

**CSBS Mrs AW Boon Haw Sec School – Hong Kong** ~ 09/*1995 – 07/2000*

HKCEE

***COMPUTER SKILLS***

**Computer Skills :** MS-Excel advanced skills including VLOOKUP, Pivot table, advance formula, Proficient in word, PowerPoint, SharePoint

**Operating Systems :** Microsoft Windows, Oracle, Accpac, MYOB, Navision & SAP

**Available Date :** One month notice

**Expected Salary :** $25,000 - $26,000 (Negotiable)