CURRICULUM VITAE

**Name:** Edmond Lam Kai Man

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**Position:** Assistant Fund Accountant

EXECUTIVE SUMMARY

* Full membership of Certified Practising Accountant Australia (C.P.A.) Australia with Bachelor Degree in Business (Accountancy)
* Over 4 years experience in corporate accounting firm
* Good knowledge of MS Excel, both of written and spoken English & Chinese

WORKING EXPERIENCES

**May 2013 – Present Eastrend Services Limited**

**Company Description** Eastrend Services Limited is an outsourced business consultancy firm

**Position** Accounting Officer to Senior Accounting Officer (Finance department of ESL)

* Assisted in preparing financial statements , analytical report and schedule analysis for month-end closing
* Monitor the daily cash position and ensured sufficient funds to meet disbursements, updated and filed transfer records properly
* Maintain full set of accounts, prepared cashflow forecast projections, foreign currency requirement budget reports
* Supported ad-hoc projects
* Assisted project director in performing billing invoices, invoice verification and reconciliation
* Managed tax filing, prepared tax computation and answered questionnaire from IRD

**Achievement:**

Improved recording system (Included filing system and reminded responisble party to open invoices billed to customers)

Enhanced system for time cost saving and make presentation of financial statements more clearer and accruate

**Oct 2012 – March 2013** **Tricor Services Limited**

**Company Description** Tricor Services Limited is a global outsourced accounting firm

**Position** Accounting Officer (Business Service)

* Perform Inter-company accounts reconciliation & assisting forecasting for private enterprises
* Preparing and analysing variety of financial and budgeting reports
* Full responsibility for full sets of account and ensuring deadline was met
* Assisted in year-end interim audits for tax filing
* Monitored daily cash position on behalf of customer and ensured suffient funds to settle disbursements and filed bank transfer records properly

**Achievement:**

Detect potential problems in customers' company and provided professional advice to customers

**Sep 2007 – Oct, 2012William C.N. Lee & Co. CPA/William Lee, Paul Tang & Co. (CPA)**

**Company Description** Sole proprietorship/partnership professional audit firm

**Position** Audit clerk/Senior Accountant

* Maintain full set of books for clients from different industries
* Arrange annual statutory auditing for variety of private groups from industries among trading, manufacturing, service, retail and hospitality
* Assist for taxation matters (include: tax calculation, salary & profit tax filing); handled inquires from clients
* Prepare vouchers, bank reconciliation, General Ledger maintenance, assisting for P & L, Balance Sheet using Accounting software
* Carry out company secretarial & taxation services.

**Acheivement:** Provided professional advice to customers for tax saving.

**Spring 2007 – autumn 2007** Work holiday in Australia

**PROFESSIOAL QUALIFICATIONS**

* CPA (Australia) Full membership, June 2012

# EDUCATION

## The Royal Melbourne Institute of Technology University, Feb 2004 – Dec 2006

Bachelor of Business (Accountancy)

Major in Accounting (Graduated in the top 30% -40% of the class)

Distinction in Management Accounting & Business, Macroeconomics, Quantitative Analysis, Ethical issues in Accountancy.

**The Holmesglen Institute of TAE, Feb 2002 – Dec 2003**

Advanced Diploma of Business (Accounting)

All high distinctions in Financial Accounting, Management Accounting, Business Mathematics & Financial Management. All Distinction in Company Accounting and Accounting Spreadsheet

## Certificate III & IV In Spoken & Written English, April - Dec, 2001

Outstanding Achievement Award for Academic Success, class participation & attendance

## SKILLS

**Language**

Cantonese (Native) English (Proficient) Mandarin (Proficient)

**Computer knowledge**

* Microsoft Office (Word, Excel, PowerPoint), Outlook., ERP Systems, MYOB Accounting

Software, QuickBooks, Sun Account, Peachtree

* Internet bankingonline.

**Expected salary: HK$24 or above**

**Current salary: HKD22,000**

**Availability: 14-18 days notice**