Ken

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I have been working in Finance and Accounting, over ten years with progressive growth from Junior to Senior Accountant at multi-national/ sizeable companies. Throughout the roles of management in financial control/accounting for Hong Kong and China businesses, I was responsible for monthly closing, audit support and corporate financial reporting particularly.

By various functions at finance, I handled also retail outlet operation and management, cash flow report, costing, credit control, vendor management, payroll and IT support.

Into my position of the record, which further extended my experience in annual budget and periodical forecast, leading me more partnership exposure to individual business owners in planning and management areas.

While studying the BA (Hons) in Accounting and Financial Management, I can broaden my IAS, others accounting knowledge and financial analytical skills for my career advancement. At proven records, I am self-motivated and team-collaborated.

**OBJECTIVE**

Seeking a position of Accounting in prospective company; with advanced education background and solid working experience, I can assist the company to improve efficiency.

**EDUCATIONAL BACKGROUND**

2013 ~ 2014 BA (Hons) Accounting and Financial Management Studies

University of Gloucestershire, UK

2008 ~ 2012 Professional Diploma in Accounting and Finance – International

Completed with Distinction

2001 ~ 2002 Certificate Program in Business Administration

Chinese University of HK - SPACE

1988 ~ 1993 Kwun Tong Government Secondary Technical School

HKCEE

**PROFESSIONAL QUALIFICATION**

Fellow member Institute of Financial Accountants (IFA) - UK

Institute of Public Accountants (IPA) - Australia

Student member The Association of Chartered Certified Accountants (ACCA)

- 9 Papers (Level 2 completed)

Other LCC & I – Accounting (2nd Level)

**WORKING EXPERIENCE**

May 2011 – Sep 2017 Elematec Hong Kong Ltd (JASDAQ, Japan)

(Pioneer/ Worldwide Trading as Electronic Material and Component, 25 HK Staff)

**Senior Accountant**

* Direct report to Accounting Manager
* Handle full set of accounts for Manager review
* Prepare and handle the Sales analysis report as segment
* Manage and reconcile fixed asset register with Provision
* Be a coordinator and reconcile the transaction with Intercompany
* Ad hoc management report
* Supervision a team of 2 subordinates in finance
* Leaving reason : Change as company policy
* Achievement : Assist to pass the annual internal audit

March - May 2011 RS Components Limited (MNC)

(World Leading Distributor Electronic and Industrial component, 1000 Staff)

**Audit and Account Support (Contract)**

* Report to Finance Manager
* Liaison with external auditors in compliance
* Prepare of audit and tax schedules for statutory audit
* Re-arrange documents retention/filing with outsourced finance team
* Support to accounting functions - budgeting
* Leaving reason : To full-time assignment – Elematec HK
* Achievement : Assist to pass and complete the annual audit in listed company with recognition by manager

Aug 2009 - Mar 2010 Pat Chun International Limited (八珍甜醋)

(Hong Kong Food and Sauce - Retail, Trading and Manufacturer - 100 Staff)

**Assistant Accountant (Contract)**

* Report to FC and supervision a team of 2 staff
* Perform ad-hoc, costing and pricing assignment
* Handle annual audit and stock take arrangement
* Maintain Four retail outlets operation and control
* Handle admin, IT and accounting system support duties
* Being responsible for financial analysis and month-end closing
* Review PRC and manufacturing accounts experience
* Leaving reason : Contract completed

Nov 2008 - Mar 2009 York Star Co Limited

(Local Handbag Trading and Manufacturer - Luxury brand customers as Prada and Coach - 50 Staff)

**Assistant Accountant**

* Supervision a team of 2 subordinates in finance
* Present sales, credit control and approval function
* Perform ad-hoc assignment and costing enhancement
* Review and improve the office administration function
* Support final account review and report to Financial Controller
* Leaving reason : Salary delay due to company financial problem

Apr 2005 - Aug 2008 QSA Global Limited (MNC)

(Healthcare - Radioactive Material and Smoke Detector - Trading and Manufacturer - 8 Staff)

**Accounts Clerk**

* Direct report to accountant and handle full set of accounts
* Perform yearly Budgeting and Forecasting and consolidated accounts of PRC

**Other Skills**

Computer Skills MS OFFICE-EXCEL (VLookup, PivotTable and Chart etc.), WORD, POWERPOINT, OUTLOOK, 中文速成輸入法, Fundamental PC, IT and Network knowledge.

Typing speed English (40 W.P.M.) Chinese (25 W.P.M.)

Accounting systems Oracle, Flex - FION, AS400, Daceasy, Accpac, JDE, SAP – R/3 Reva, SAP-SB1, Peachtree, Tec Systems, Navision and Dynamic with POS (full set training)

Language English, Cantonese and Putonghua

Last Salary HK$27K/ month

Expected Salary HK$28K/ month

## Availability Immediate available