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| Lai Si Cing, Jamie Telephone : 9732 4482  E-mail: jamielaisc@gmail.com  Notice Period：1 Week Notice (Immediate Available)  Expected Salary: $42K (Neg) | |  | |
| CAREER OBJECTIVE | | | |
| To pursue a challenging and rewarding career that would enhance my technical management and interpersonal skills and provide opportunities for personal and professional growth, meeting people, travel and advancement to top management position. | | | |
| EDUCATION | | | |
| |  |  | | --- | --- | | CPA Australia  Monash University (Australia)  The Hong Kong Baptist University Scholarship | * CPA Australia (Qualified Accountant ) * Master of Practicing Accounting, * Bachelor of China Studies – Economic Option * HKBU Wei Lun Foundation | | | | 2009  2004  2001 |
| TECHNICAL SKILLS | | | |
| Computer skills familiar with Bloomberg , Flex Account System, SAP, MYOB, Peachtree, Excel (marco writing), Spreadsheet Presentation, Power Point, **FRR Returns (Type 1,2,4,5,6,9 )** | | | |
| PROFESSIONAL QUALIFICATION | | | |
| |  |  | | --- | --- | | CPA Australia  HKSI | * CPA Australia (Qualified Accountant) * Pass with Licensing Examination For Securities And Futures Intermediaries - Paper I | | | | 2011  2005 |
| LANGUAGE PROFICIENCY | | | |
| |  |  | | --- | --- | | Fluent English Mandarin | * Certificate in Mandarin training course, Qing Hua University, Beijing | | | | 2000 |
| WORKING EXPERIENCE | | |  |
| ***Finance Manager, Galaxy Asset Management (HK) Limited (Type 4,5,9) / Galaxy Capital Limited (Type 1, 6 )*** | | | |
|  | **Responsible for full set of China Subsidiaries Account**   * China Companies Setup & Accounting Entries for Shenzhen and Shanghai subsidiaries (資產管理有限公司 , 有限合伙, 互聯網金融, WOFE ) * Perform cash management in preparing cash flow forecasts * Ensure that the financial data reported on fund are accurate and consistent * Coordinate closely with external auditors | | Sep, 2010 – Oct, 2016 |
|  | **Responsible for full set of Company Management Account - at Company(s) Level (FRR Reporting)**   * Prepare FRR which in line with SFC requirement **(Type 1,4,5,6 & 9)** * Prepare the Management Account for the Company and the subsidiaries involves issuing invoices, routine booking keeping and prepare the consolidate financials * Prepare financial reports and month end analysis reports via the computerised accounting system * Monitor AR/ AP and GL and meet the deadline of reporting * Assist in preparing financial statements, budgets and tax computations * Review and verify payment vouchers and transactions * Prepare weekly cashflow statement * Prepare month end intercompany reconciliation, expense analysis and financial statements * Assist CFO in system implementation, budgeting and audit preparation | |  |
| *Associate, Quintus Investment Management (Hong Kong) Limited (Alternative Investment)* | | | Apr, 2007 – May 2010 |
|  | **Fund Operation:**   * Prepared the daily portfolio position holding reports to the investment team. * Perform cash management in preparing cash flow forecasts * Handle record of fund subscription, redemption and switching order. * Prepare the KYC (Know Your Client) checking for dealing (Institutional and retail investors) * Co-ordinate with custodian to keep track with the cash management and make sure the correct settlement instructions have received by custodian * Perform cash management in preparing cash flow forecasts models for recommendations to fund managers * Ensure fund-related expenses and payments are processed promptly and accurately * Ensure that the financial data reported on fund are accurate and consistent with internal databases   Coordinate closely with external auditors | |
| *Operations International Specialist, UBS AG* | | | Jun, 2006 –  Apr, 2007 |
|  | * Prepared the daily portfolio position holding reports to the investment and marketing team. * Providing supports to Portfolio Management, such as daily system maintenance on Portfolio managements, Preparation or maintenance of performance reports for both portfolio management clients and advisory clients, various kinds of product supports. * Supporting and managing the requests/enquiries from the clients/ Relationship managers effectively. * Handling daily payment transactions in an accurate and timely manner. * Support of Portfolio Manager to prepare the tailor made report for Discretionary a/c of the investor(s) * Perform cash management in preparing cash flow forecasts models for recommendations to the team of investment banking | |
| *Fund Accountant, HSBC* | | | Jan, 2005 - Jun, 2006 |
|  | * Perform the Fund Valuation with Cash Management, Trade Process, and calculation of the rebate commission. * To subordinates in preparing portfolio valuation and financial statements * To verify accounting records, monitor daily operational issues related to unit trusts and ensure all activities are in compliance with the requirements of the Bank and regulatory authorities * Made in tight communication with the related Fund House, Investment Management Ltd. * Performing accounting duties in cooperation with their external fund administrators and company accounting service providers, preparation of group financial statements and currency hedging. * Calculation of NAV for the hedge fund products | |
| *Fund Administrator, Paramount Investment Management Limited (Alternative Investment)* | | | Feb, 2004 – Jan, 2005 |
|  | * Prepare the report such as trailer rebate, placement fee, distributor rebate to our distributor & handle the dealing matter * Assist in the placement transactions & deal with the Agents’ question * Responsible for investment operation activities comprising fund valuation, financial statements and reports in respect of hedge funds, unit trusts or mutual funds. * Assist in execution of any dealing including the implementation of internal processes such as the Customer Fact-sheets and Applications * Assistant in dealing issue and communicate with various Fund House (Such as HIRST, WINTON, VISION, AP Fixed Return Fund, PAM-Universal) * Client Service Support to our individual Investor * Assist Fund Manager to perform Due Diligence with potential clients. | |