**Resume**

Ho Yee Ting

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**OBJECTIVE**

Being enthusiastic about developing my career in the Accounting Industry, I am writing to apply for the position of Financial Accounting Senior Officer, which would allow me to apply my knowledge to your Company.

**EDUCATION & QUALIFICATION**

Bachelor of Business Administration in Accounting 2007-2009

(The Open University of Hong Kong)

Higher Diploma in Accountancy 2006-2007

Diploma in Accountancy 2004-2006

Hong Kong Institute of Vocational Education (Lee Wai Lee)

HKCEE 1999-2004

(Immaculate Heart of Mary College)

Mathematics C Biology E

Chinese Language E Physics E

English Language （B） E Chemistry E

**OTHER COURSES**

Certificate in Higher Japanese

(THE HONG KONG FEDERATION OF TRADE UNIONS)

Certificate in Intermediate Japanese

(THE HONG KONG FEDERATION OF TRADE UNIONS)

Certificate in Elementary Japanese

(THE HONG KONG FEDERATION OF TRADE UNIONS)

Certificate in Putonghua Primary of oral

(XIANGGANG PUTONGHUA YANXISHE LTD.)

Certificate in Putonghua Middle of oral

(XIANGGANG PUTONGHUA YANXISHE LTD.)

Certificate in Attendance in a short course in Accounting

(L.C.C. & I. Examination, 2nd Level at Lee Wai Lee Campus)

**WORKING EXPERIENCES**

07/2013-Present Assistant Account Payable Manager (Hang Seng Bank Ltd)

* Account Payable Job Duties
* Monitor HK team/India team daily operation
* G/L account controlling/confirmation
* Sign for Cashier Order

11/2011-07/2013 Accountant Assistant (PriceWaterhouse Coopers)

* Account Payable
* Bank Reconciliation

9/2009-11/2011 Accounts Assistant (Tentac (HK) Co.,Ltd)

* Assist Account Manager generate Report
* Account Payable and Receivable Jobs Duties
* Petty Cash

6/2009 -8/2009 Audit Junior (Ruby Siu & Co.)

* Assist Auditor generate the report
* Audit for the customer financial statements

7/2008 -10/2008 Game helper (Future Leisure)

* Set up the game
* Maintain the operation as normal
* To provide information for customer

2/2007-8/2007 Tutor (聲威琴行)

* Examine the homework for the student

1-12/2006  **Data Entry Clerk** (惠安Ltd.)

* Responsible for data input for Initial Public Offering form
* Check and correction for the data entry

7-10/2005 [Telebet Services Assistant](javascript:;) (Hong Kong Jockey Club)

* handle telephone calls or enquiries from Telebet account holders
* promote betting products and services through telephone

6-8/2004 Administrative assistant (Good Faith Company)

* To record for the invoice
* Helping others to support their work

**EXTRA-CURRICULAR ACTIVITES**

Personal/Career Development Activities- Job Interview Techniques 2005-2006

Community Service 2002-2003

Leader of student counseling 2002-2003  
Helper of caritas 2001-2002

**SKILLS**

Languages:

- Proficient in Cantonese, English and Mandarin

-Be familiar with Japanese

Computer Skills:

- Excellent with Peachtree, SunAccount

**-** Be familiar with MYOB, DacEasy

- Microsoft Word,Microsoft Excel and Microsoft PowerPoint

- Chinese Typing: 速成 30 words/min

- English Typing: 60 words/min

**PERSONAILTY**

- Positive Person, Cooperative, flexible, patience, well organized and planned, and easy to communicate with other

- Quick learner, hardworking, can work under pressure

Expect Salary: $22,000