**MR CHAN LAI KING**

PERSONAL DETAILS

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| **YEAR OF BIRTH** | 1985 |
| **MARITAL STATUS** | Married |
| **MOBILE / EMAIL** | 68231912 [kingchan2005@hotmail.com](mailto:kingchan2005@hotmail.com) |
| **LANGUAGES** | Cantonese, English and Mandarin |
| **QUALIFICATION** | 2012 to 2017 – Qualification Programme of HKICPA. (Completed in Jun 2017)  2005-2007 - LCCI Level 3 of Cost, Management & Financial Accounting | |
| **EDUCATION** | 2009 to 2012 - Bachelor of Accountancy (University of South Australia)  2007 to 2009 – Diploma of Accountancy (Hong Kong Baptist University Campus) | |
| **COMPUTER SKILL** | General: Microsoft Excel, Word, Power point, FrontPage  Accounting: AS 400, MYOB, Peachtree. | |
| **EXPECTED SALARY** | $28k-$32k monthly, 1-week notice | |
| **QUIT REASON** | Looking for sizable organization and professional team. | |

CAREER HISTORY

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| **SEP 2016 to PRESENT** | **KOA INTERNATIONAL LIMITED (Brand: YM 食の美白針/BB整腸菌)** | | |
| **POSITION** | Accountant | | |
| **REMUNERATION** | $25k basic monthly, Bonus (equal to 2 months’ salary), 11 days annual leave, Medical, Free goods, Birthday gift. | | |
| **MAIN DUTIES** | Accounting duties   * Prepare month end financial statement * Review & Supervise 2 Assistants * Maintain and improve the internal control * Liaise with external auditors for Annual Audit * Perform and monitor monthly stock take   Analytical Reporting   * Perform monthly financial analysis & analytical review * Prepare annual budget, Cash Flow Forecasting * CRM and Marketing Campaign Analysis * Assist in the investment proposals and new store development   HR and Admin duties   * New Staff Orientation * Submit IR56A,IR52B,IR52F * CV Screening and 1st interview * Liaise with external IT experts | | |
| **AUG 2015 to SEP 2016** | **TOPHIT LTD (Brand: Derma 21)** | | |
| **POSITION** | Accountant (with Analysis) | | |
| **MAIN DUTIES** | Taxation   * Assist in response to IRD enquiries * Prepare the breakdown of and understand the expenses and incomes * Reconciliation of Related Parties’ transactions * Liaise with external auditors for IRD enquiries   Accounting duty   * Prepare monthly financial statement * Review AP,AR and GL voucher * Maintain and improve the internal control * Supervise 2 Account Clerks & 1 Assistant Accountant. Report to FC. * Liaise with external auditors for Annual Audit   Reporting   * Perform financial analysis & analytical review * Prepare annual budget * Assist in the investment proposals and new store development * Interpret accounting information and results of operations to senior management | | |
| **MAY 2012 to MAR 2013** | **HONG KONG RECORD LTD** | | |
| **POSITION** | Accounting Supervisor | | |
| **RESPONSIBILITIES** | Reporting   * Cash flow Forecasting * Stock analysis   Accounting duty   * Full Set Account * Supervise an AR clerk and an AP Clerk and liaise with Cost accountant. * Physical Stocktake (Bi-weekly) | | |
| **DEC 2009 to MAY 2012** | | **DICKSON GROUP (STOCK: 113) – S.T. DUPONT MARKETING LTD** |
| **POSITION** | Accounting Supervisor | | |
| **MAIN DUTIES** | Reporting   * Turnover and Net profit analysis by store level (Actual vs Budget) * Wholesale Monthly Provision Rebate Report * Management Account by store level   Accounting duty   * Maintain Fixed Asset, Bank Reconciliation, Schedule, AR & AP. * Handle Inter-company transaction * Salesman Commission calculation * Cost per unit calculation (fashion production) * Supervise an AP Account Clerk * Credit Control for wholesale customers | | |
| **MAR 2008 to OCT 2009** | **LAU & AU YEUNG C.P.A. LTD** | | |
| **POSITION** | Senior Account Clerk | | |
| **MAY 2006 to FEB 2008** | **SHUN LEE BLDG. MATERILS LTD** | | |
| **POSITION** | Account Clerk | | |

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