* Name: Fung Pak Ho, Kyo
* Date of Birth: 30/7/1989
* Sex: Male
* Marriage Status: Single
* Contact Number: 64794179
* E-mail address: [kyo01043@hotmail.com](mailto:kyo01043@hotmail.com)

**Highlights**

* + 5 years accounting experience in trading and supply chain management companies
  + 2 years accounting experience in service company
* Hands-on experience on financial reporting and accounting operation
* An energetic professional who takes initiative at work and pays excellent attention to details

**Professional and Educational Qualification**

Present AICPA Student member

2011 – 2013 Upper Iowa University

Bachelor in Accounting

2006 – 2008 Highline Community College, U.S.

Associate degree in Business

2005 – 2006 Deming High School, U.S.

HighSchool Diploma

2001 – 2005 Shatin Pui Ying College, Hong Kong

**Work Experience**

**06/2016 – Present Mainstay Asia Limited**

**Company Description**

Mainstay Asia provide Resourcing Solutions. Head Quartered in Hong Kong we offer a range of solutions across Recruitment, Workforce Augmentation, Consulting and Payroll & HR Services.

##### Senior Accountant

##### Responsibilities

* Weekly Cash Flow report
* Daily Financial Accounting duties, including commissions, sales and expenses Booking
* Full Set of accounts
* Account payable – payment issue
* Account receivable – invoice issue, customer statement
* Month- End report
* Year Financial Report
* Budget
* Ad Hoc reporting
* Contractor revenue forecast
* Staff payroll & contractor payroll
* Employee tax return
* Profit & Loss forecast
* Supervise one Sales administrator

**06/2014 – 05/2016 Morgan Mckinley Hong Kong Limited**

**Company Description**

A global professional services recruitment consultancy

Business Field –Specialist recruitment consultancy

##### Financial Accountant

##### Responsibilities

* Weekly Cash Flow report
* Daily Financial Accounting duties, including commissions, sales and expenses Booking
* Full Set of account (Singapore & Japan)
* Account payable – payment issue
* Account receivable – invoice issue, customer statement
* Month- End report
* Year Financial Report
* Budget
* Ad Hoc reporting
* Supervise one assistant accountant

**02/2014 – 06/2014 Dynasty International Group Holdings Limited**

**Company Description**

Business Field – Retail, Corporate Sales, Trading (Gold Decoration)

##### Accountant (Temp)

##### Responsibilities

* Daily Cash Flow report
* Daily Financial Accounting duties, including commissions, sales and expenses Booking
* Full Set of account (8 set, consultant, rental management, trading, retail etc)
* Account payable – payment issue
* Account receivable – invoice issue, customer statement
* Stock Inv.
* Month- End report
* Year Financial Report
* Banking Facility
* Budget
* Supervise two account clerk

**09/2013 – 01/2014 Pacific Andes Enterprises (HK) Ltd**

**Company Description**

Company Size – 200 Staffs both Listed in HK (1174.HK) and Singapore (B0Z.SI)

One of the world's largest seafood companies by market capitalization. A resource development and supply chain management companies with coastal and deep-sea industrial fishing division.

**Accounting Officer**

##### Responsibilities

* Prepare Finance Reports and Related Schedules, monitor system implementation (FOR CN OFFICES Six Set)
* Prepare financial reports with adjustment journal based on the financial reports and accounting entries provided by CN offices
* Maintenance and Daily Operation - inter-co and QD matters
* Update Assets schedules in HK GAAP
* Maintain control records for inter-co transfer btw HK and QD/SHA
* Handle accounts for Interim-audit/ Annual audit/ Special Project

**07/2009 – 08/2013 Dynasty International Group Holdings Limited**

**Company Description**

Business Field – Retail, Corporate Sales, Trading (Gold Decoration)

##### Accounting Officer

##### Responsibilities

* Daily Cash Flow report
* Daily Financial Accounting duties, including commissions, sales and expenses Booking
* Full Set of account (8 set, consultant, rental management, trading, retail etc)
* Account payable – payment issue
* Account receivable – invoice issue, customer statement
* Stock Inv.
* Month- End report
* Year Financial Report
* Banking Facility
* Budget

**Other Skills**

|  |  |
| --- | --- |
| **Computer Skills** | * Excel, Word, Power Point & 速成, Sun system * SAP and Multiable ERP system set up Sun account |
| **Languages** | * English: fluent * Cantonese: native * Mandarin: good |

**Remuneration**

**Expected:** HK$27,000 per month

**Availability**  After 3 Oct 2017