**RESUME**

PERSONAL INFORMATION

Name : Tsui, Chi Kin Franky (徐子健)

Gender : Male

Date of Birth : 22 March 1978

Address : Flat F, 9/F., Block 7, East Point City, 8 Chung Wa Road,

Tseung Kwan O, Sai Kung, N.T., Hong Kong.

Contact No. : 6122-1580

Email : ctsuik@yahoo.com.hk

SUMMARY

• ACCA Affiliate, degree holder in Bachelor of Science (major in Physics), scholarship winner in B.C. Grade 12 Provincial Exam (Canada).

• Possess about ten years of experience in general accounting, including full set of accounts, group consolidation, FP&A and complex issues that arose in accounts reconciliation. • Aim to become professional accountant in the scope of financial reporting and/or

management accounting.

• Hardworking, discreet, good numerical and reporting skills, well-organized, able to handle mutli-task and set priority, able to carry out assigned tasks smoothly and in a proper fashion, well-versed in using Excel and various accounting software including Sun System.

EDUCATION

1. Simon Fraser University (Sep 1996 – Dec 2001)

• Degree in Bachelor of Science, major in Physics

2. David Thompson Secondary School (Sep 1992 – Jun 1996)

• Grade 12 in British Columbia (B.C.), Canada

• B.C. Grade 12 Provincial Scholarship Award in Physics, Chemistry & Mathematics

3. Wah Yan College Hong Kong (Sep 1990 – Jun 1992)

PROFESSIONAL QUALIFICATION

Association of Chartered Certified Accountants

• ACCA Member (admitted in Oct 2017)

WORKING EXPERIENCE

1. Contract Assistant Accountant, Mundipharma (Hong Kong) Ltd. (Mar 2017 – Jun 2017)

HKD22,000 per month *Industry: Pharmaceutical Retail*

• Prepare sale reports and inventory reports on daily basis.

• Prepare vouchers and monthly account schedules for sales, direct costs, inventory, stock-in-transit and provision for obsolete stocks.

• Ensure accuracy of stock records, costs and movements, and facilitate effective inventory control.

• Participate in preparing mid-year budget and various kinds of monthly management reports including sales by product type, five-year sale summary and governance report.

• Prepare monthly breakdown on item level for sale revenue, direct cost, sale rebate, back-end discount, contractual shared profit, bonus goods, write-off for expired/damaged goods and provision for obsolete stocks.

• Update price list for in-market sales and distributor sales from time to time.

• Set up new monthly reports for in-market sales, inventory movement and inventory turnover.

1. Contract Accounting Officer, Catlin Hong Kong Limited (Sep 2016 – Dec 2016)

HKD20,000 per month *Industry: Insurance Agent*

*Job Description:*

• Handle monthly reconciliation of all account codes between SAP and Peoplesoft for data migration purpose, and between SAP and Frame (Technical accounts) for system interface purpose.

• Handle monthly reconciliation of bank accounts and inter-company current accounts.

• Handle accounts payable and staff expense reimbursements and monitor status of related payments by shared service provider.

• Prepare monthly account schedules for fixed assets, prepayment, provision for expenses and inter-company accounts.

• Verify commission income based on written premium for correctness.

• Set accounting controls for all B/S and P&L items on both SAP and Peoplesoft to ensure accuracy and make suggestion for accounting adjustments.

1. Contract Senior Accounting Executive, Ace Life Insurance Co. Ltd. (Oct 2015 – Feb 2016)

HKD20,000 per month *Industry: Insurance*

*Job Description:*

• Verify a large volume of daily receipt slips and payment requisition forms against policy administration system.

• Handle monthly reconciliations of bank operation and investment accounts, and of suspense accounts for payables in question and unknown receipt items for system interface purpose, all of which involves a great amount of data and a certain degree of complexity.

• Prepare vouchers for policy payments, loan settlements, credit card refunds, EPS refunds, bank charges, exchange difference, month-end adjustments, etc.

• Check vouchers for funds investment in money market, as well as premium collections via PPS, EPS and credit cards.

1. Assistant Accountant, Malca-Amit Global Ltd. (Apr 2012 – Nov 2014)

HKD17,000 per month *Industry:* *Secured Logistics*

*Job Description:*

• Check and review subsidiaries’ financial statements in Excel package format for monthly group consolidation purpose.

• Assist in preparation of month-end consolidation package and supporting schedules

• Carry out monthly reconciliations of inter-company current accounts and transactions of sale and direct cost, head office charges for shared service & cargo insurance charges.

• Handle monthly inter-company billings with the use of matrix table for cost allocation.

• Prepare monthly group bank balance report with variance analysis.

• Manage accounting master files for a couple of sizeable contracted agents, including allocation of freight costs among subsidiaries.

• Prepare vouchers for inter-company billings and settlements, exchange differences, loan settlements, month-end adjustments, etc.

• Set accounting controls for all intra-group B/S and P&L items for ensure accuracy and completeness.

• Update transfer price for collect charges and destination charges in web-based operational system upon request by sales team.

• Collaborate with sales team to ensure timely maintenance of pricing into systems and invoicing to subsidiaries and contracted agents.

• Liaise by email with overseas staff and contracted agents on resolving accounting issues.

1. Contract Assistant Accountant, MetLife Ltd. (Nov 2008 – May 2011)

HKD13,000 per month *Industry: Insurance*

*Job Description:*

• Handle a large volume of policyholder-related payments and general expenses on daily basis with e-banking platform.

• Prepare vouchers for policyholder-related payments and general expenses, including staff expense reimbursements.

• Handle monthly reconciliations of several bank accounts, which involve a great number of transactions, as well as several control accounts.

• Assist in user acceptance testing upon launch of new products.

1. Accounts Assistant, Polarline Development Ltd. (Nov 2007 – Aug 2008)

HKD13,500 per month *Industry: Outdoor Advertising*

*Job Description:*

• Handle full set of accounts for Singapore-based subsidiary.

• Carry out sales commission calculations on quarterly basis for Singapore office..

• Prepare quarterly GST report for Singapore regulatory purpose.

• Liaise with operation staff from Singapore office on accounting issues.

• Prepare cheques and vouchers for general expenses of Hong Kong head office.

1. Contract Assistant Accountant, Modelabs Technologies Ltd. (Sep 2006 – Sep 2007)

HKD9,000 per month, with gratuity of HKD5,000 upon completion of contract

*Job Description:*

• Responsible for daily accounting operations including accounts payable, aging report,

bank reconciliation, depreciation schedule, cash flow forecast and petty cash.

• Prepare cheques/TT and vouchers for vendor settlements and general expenses.

• Carry out outdoor banking activities including submission of telegraphic transfer forms, cash withdrawal for directors and application of autopay instructions.

***Previous working experiences:***

1. Accounts Clerk, Morning Star Resources Ltd. (Nov 2005 – Apr 2006)

9. Contract Clerk, American International Assurance Co., Ltd (Jan 2005 – Apr 2005)

10. Contract Clerk, Midland Realty Co., Ltd. (Mar 2004 – May 2004)

11. Accounts Clerk, Eternal Year Property Services Ltd. (Oct 2002 – May 2003)

12. Audit Trainee, Louis Leung & Partners CPA Ltd. (May 2001 – Jul 2001)

OTHER INFORMATION

Spoken Language: Cantonese (Fluent), English (Good), Mandarin (Good)

Computer Skills: Excel, Word, Outlook, Sun System, Flex Accounts, MYOB,

Peachtree, Peoplesoft, SAP, MS Navision, HSBCNet, CitiDirect,

Chinese typing (40 wpm)

Expected Salary: HKD20,000~25,000 per month (Negotiable)

Status: Immediately available.