**Simon, Lau Kim Fung**

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**Work Summary**

**Pearson Fearn & Co, Senior Auditor, January 2016 – February 2017**

Responsibilities:

* Handle various auditing task and prepared reports on auditing activities in different industries such as investment fund, insurance brokerage, trading, servicing, consulting, second tier audit firm, design and architecture, education, property and offshore companies etc;
* Make effective suggestions to improve internal controls which were implemented and duly appreciated; and
* Assist management in understanding various risks and errors in accounts;

**Tang, Lit & Co, Audit Senior, July 2009 – September 2015**

Responsibilities:

* The job duties are as same as the above in Pearson Fearn & Co; and
* Handle various auditing task and prepared reports on auditing activities in different industries such as manufacturing, trading, servicing, retailing, property, construction, ship, law, clinic, consulting, education, school, charity, church, offshore companies etc;

**Fu Shu Carpark Management Co. Ltd, Accounts Supervisor, Oct 06 to Apr 07**

Responsibilities:

* Monitor, check and review the entries of accounts receivable and accounts payable;
* Finalize and complete the management account for the management and auditor;
* Arrange the banking facilities letters, liaise with the bankers;
* Cash flow projection and arrangement; and
* Follow up the ad-hoc instructions of management;

**Wah San Plastics Colourists Co. Ltd, Accountant, April 94 – July 06**

Responsibilities:

* Handle and complete the management account for the management and auditor;
* Bank reconciliation;
* L/C arrangement;
* TT arrangement;
* Monitor and control credit terms of customers; and
* Compute the cost of each product and make quotation;

**Modern Terminal Limited, Control Clerk, Jan – Sept 93**

Responsibilities:

* Supervising and arranging the crane to upload and discharge containers on vessels.

**Education**

ACCA awarded on 12th March, 2016

CPA awarded on 30th October, 2015

Master of Professional Accounting, part-time, Sept 07 – Oct 09

The Hong Kong Polytechnic University

BBA in Banking and Finance (1st class honours), part-time, Oct 97 – Dec 07

The Open University of Hong Kong

**A/C software**

Quickbook, Kingdee, SAP (Finished a course in IVE)

**Others**

Postgraduate Diploma in Corporate Compliance (In Progress, HKUSpace)

Professional Diploma in China Tax (In Progress, HKICPA)

Practice for a Company Secretary (Finish a course in SCOPS)

**Expected salary**

HK$28,000

**Date of availability**

Available immediately