**Personal Information**

Name: Ivy Cheung

Mobile: 6117 2120

Email: miriamivy@hotmail.com

**Position applied for Accountant**

**Objective**

Seeking an accountant position which is stable and challenging and wish I can use my experience to make great contributions to your organization.

**Experience**

* 1. Philip Morris Asia Ltd

Company headquarter: USA

Company Size: 200 employees

Report to: Financial Manager

*Financial Accountant: Feb 2015-Jun 2016*

* Prepare Annual Statutory Financial Statement
* Liaise with auditors about the details of accounts
* Prepare Financial budgeting and analysis
* Prepare month-end closing
* Account Receivables analysis
* Monitor Account Receivables daily balance
* Perform daily Account Receivables operations

2006-2014 Sappi Trading Hong Kong Ltd

Company headquarter: South Africa

Company Size: 50 employees

Report to: Financial Manager

Assistant Financial Accountant: Mar 2006-Mar 2008

* Prepare vouchers and Cheque issue
* Perform daily Account Payables operations

Sales Accountant: Mar 2008-Mar 2009

* Prepare Sales report from Sales data source System
* Perform daily Account Receivables operations

Financial Accountant: Mar 2009-May 2014

* Handle full set of accounts
* Coordinate all month-end closing activities & management report preparation
* Prepare forecasts, budget & tax computation
* All accounting and taxation matters across Hong Kong and Australia offices
* Prepare schedules and documentation for interim and annual audit and tax filing
* Facilitate internal and external audits and liaise with auditor

**Latest Salary**

HK$25,000

**Expected Salary**

HK$27,000

**Computer Skill**

SAP system, Hyperion, MS Word, Excel (Pivot), Power point and Chinese character input method

**Language**

Cantonese (Native)

English (Good)

Mandarin (elementary)

**Professional Qualifications**

Certified Public Accountant - Australia

Certificated: 2011

LCCI – Level 2

Certificated: 2002

**Education**

Macquarie University, Australia

Bachelor of Commerce – Accounting

Graduation Date: Dec 2005

Rhenish Church Pang Hok Ko Memorial College

Form 1 to 7

Graduation Date: Jun 2002

**Availability**

One month’s notice

**Reference:**

Available Upon request

**Reason for leaving previous employment**

Change working environment

Keep learning new thing

Widen my scope of vision