**82 G/F**

3rd Village Sai Wan

Cheung Chau NT

Tel: 63890303

ylchanirene@gmail.com

CAREER SUMMARY

Independent, self-motivated and proactive accounting professional with broad experience in different industries

EMPLOYMENT EXPERIENCE

Shinewing Tax and Business Advisory Limited

Senior accountant, Apr 08-Now, Average salary HK$ 22,425 per month

* Prepare full set of client’s account by excel, MYOB and ERP system (e.g.用友) in comply with HKAS and HKFRS
* Provide accounting advisory services to newly incorporated company
* Liaise with auditors and coordinate with tax and company secretarial colleagues to fulfill the annual statutory requirement
* Prepare monthly payroll and assist in MPF for expatriate and local staff
* Review work from subsidiaries in China and overseas and prepare consolidated reports and schedules

The Sincere Company Limited

Account clerk, Aug 2006-Apr 2008, Salary $10,000

* Prepare full sets of account by Sun account system
* Prepare cash flow forecasts, account payable and account receivable analysis
* Handle the inventory management and costing
* Prepare monthly reports for Hong Kong companies and other subsidiaries in China

EDUCATION

2003-2006 Lingnan University - Bachelor of Business Administration (Honours) Major in Accounting

OTHER QUALIFICATION

06/2015 Hong Kong Institute of Certified Accountant – Graduate of QP and become member in 01/2016

SKILLS

Computer Skill MS Word, Excel, Outlook Express, MYOB, SUN System, 用友

Language Skills Proficient in spoken and written English and Mandarin

AVAILABILITY One-month notice

EXPECTED SALARY $30,000