RESUME

Lai Shuk Kuen Erica

Tsuen Wan, N.T.

**PERSONAL DETAILS**

**Mobile phone no. : 9168 6866**

**Marital Status : Married**

**E-mail address : ericalai1288@yahoo.com.hk**

**Place of Birth : Hong Kong**

**EDUCATION AND QUALIFCATIONS**

**6/2003 ~ 12/2005 University of Bradford**

# BSc (Hons) in Business & Management Studies

**Major in Accounting & Finance**

* 1. **New Zealand Diploma in Business*(In New Zealand)***

**Gained three B+’s, nine B’s and one C in these subjects.**

**2000 Occupational Safety & Health Council**

**Certificate for Safety & Health Supervisor (Construction)**

**WORK EXPERIENCE**

**03/16 ~ 10/17 Tin Yick Hong Realty Co Ltd. (Property investment)**

***Accountant***

**Prepared Full set of accounts**

**Prepared budget & analysis**

**Prepared all day to day accounting transaction**

**Cash flow Analysis**

**Provide Administration support & salaries issues**

**Pre IPO**

**Implementation of accounting system**

**5/05 ~ 2/15 50 Fifty (HK) Ltd. (Due to financial problem)**

***Accountant***

**Prepared Full set of accounts**

**Prepared budget & analysis**

**Prepared all day to day accounting transaction**

**Cash flow Analysis**

**Provide Administration support & salaries issues**

**Implementation of accounting system**

**4/03 ~ 3/05 Dragon Lake Development Ltd. (Looked for good career prospect)**

***Accountant***

**Prepared Full set of accounts**

**Prepared budget & analysis**

**Prepared all day to day accounting transaction**

**Provide Administration support and secretarial duties**

**12/99-10/00 Hyundai Engineering & Construction Co. Ltd.(Further study aboard)**

***Accountant***

**All book-keeping of this project**

**Create Chart of Account**

**Prepared all day to day accounting works**

**Prepared all sub-contractors payments**

**Prepared all staff’s salaries**

**Report duty to Accounting Manager**

**Provide Administration support**

**3/95~10/99 ACE Electronics (H.K.) Co. Ltd(Moved back to Mainland China)**

**Senior Accounts Clerk**

**Prepared monthly financial report Provide administration support**

**Day to day accounting operation**

**Full set of accounts**

**ADDITIONAL SKILLS**

**Fully competent in use of Microsoft Office packages such as Word, Excel, and Powerpoint. Familiar with Access. Accounting software Daceasy, FCGL, Peachtree, MYOB, FLEX, ERP system**

**Chinese input 20wpm, English typing 50wpm**

**LANGUAGES**

**Fluent in English, Cantonese. Mandarin,**

**OTHER INTERESTS**

**Swimming and hiking**

**AVAILABLE**

**Anytime**

**EXPECTED SALARY**

**HK$27K per month**