**Becky Shan Shan Yeung (楊珊珊)**

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**PROFESSIONAL QUALIFICATION**

* Certified Practising Accountants (CPA) Australia associate member since 2015, with 3 outstanding subjects to qualify for full membership.
* Completed Chartered Financial Analyst (CFA) Level One in 2014.

**EDUCATION**

**1994-1995**  **The University of New South Wales** Master of Finance  **Sydney, Australia**

**1991** **The University of Melbourne** Postgraduate Diploma in Finance **Melbourne, Australia**

**1987-1990 The University of Melbourne** Bachelor of Commerce and Economics **Melbourne, Australia**

**EXPERIENCE**

**06/2013 - 04/2017**

**Ward Ferry Management Limited - Assistant Finance and Administrative Manager Hong Kong**

Ward Ferry is a Hong Kong based investment company founded in 2000. The company manages 2 long only funds and previously managed 2 hedge funds which closed in Dec 2016.

Finance Department:

* Responsible for daily finance activities, all accounting functions including managing and reconciling general ledger accounts and performing bank reconciliation. Prepare monthly consolidated financial statements (balance sheets and income statements) and management accounts.
* Conduct detailed analysis on reports generated from the database for management to make decisions.
* Develop annual budget and financial forecasting.
* Prepare financial statements for audit purpose and liaise with auditor to prepare audited financial statements.
* Assist to prepare Financial Resources Rule (FRR) for submission to Securities and Futures Commission (SFC).

Administrative and Operations Department:

* Supervise daily IT administrative duties working with the outsourced IT consultant.
* Monitor attendance of the required Continuous Professional Training (CPT) hours by the licensed representatives maintain annual CPT record for Compliance department.
* Manage new joins and departing staff to grant network access rights and with required compliance forms.
* Assist to arrange internal trainings for compliance purposes and other needs.
* Assist to draft and implement administrative policies and procedures.
* Data management by archiving of old corporate document and electronic data on a regular basis.
* Assist operations team to perform trade settlements and various daily routines using Linedata Beauchamp system on a need basis.
* Take meeting notes for regular Operations team meetings.

**03/2009 - 03/2012**

**British Dry Cleaners Company Limited - Accounting Officer Hong Kong**

The business consists of 11 shops, 6 franchises, 30 outlets, 6 mobile shops (vans), corporate accounts including MTR and Swire Properties and a 100 plus employee dry cleaning plant.

* Prepared annual financial statements for the company and its two subsidiaries with for audit purpose for the period from 2008 to 2012.
* Prepared monthly reports for management and company tax returns for audit purpose.
* Performed accounts payable and receivable functions and coordinated monthly payroll functions.
* Liaised with landlord and prepared rental agreements regarding rental transactions at various retail outlets.
* Liaised with bankers, insurers and solicitors regarding financial transactions.

**8/1995 – 3/1999**

**Citibank N.A. - Treasury Service Officer - Manager Hong Kong**

* Prepared and recorded daily foreign exchange (FX) verbal commentary and Callfax for the whole Global Consumer Banking (GCB) with 18 branches in Hong Kong and Macau.
* Managed overall FX position of the bank. Currencies monitored were DEM, JPY, GBP, CHP, AUD, NZD, CAD, USD, HKD among others.
* Assisted GCB to achieve USD 12 million in sales for 1997.
* Grew the number of FX margin trading customers (HK, Australia, Taiwan and China) from zero to a customer base of 18 and achieved revenue of USD 137,000 by December 1996, contributed to 14% of departmental revenue.
* Monitored and assisted North Point Branch to achieve yearly FX revenue of USD 800,000 which is 100% above the preset FX revenue goal. The revenue was achieved by holding weekly sessions to deliver timely and accurate information on financial markets for the branch.
* Supported the Citiphone Banking (50 people) in the process of selling FX products and providing accurate and timely information on financial markets to customers.

# 1994 – 1995 Sydney, Australia

* Part-time with **Prudential-Bache Securities (Australia) Ltd**. as Assistant Futures Dealer in International Product Group.

# 1992 – 1994 Hong Kong

* Worked for **Commerzbank A.G.** as Assistant Dealer in Treasury to manage the bank’s daily money market positions and **The Nikko Securities Co., (Asia) Ltd.** as Assistant Manager in Fixed Income Securities Department to manage and consult Asian Corporate clients on Japanese Bond and US Treasury Market before took up Master Degree in Australia from 1994 to 1995.

**BACKGROUND**

- Career break from 1999 to 2009 to raise my children.

- Took up Chinese painting in 1999 and held an Art exhibition with Madam Chen, my teacher, in Guilin in 2009.

- Fluent in English, Cantonese, Putonghua and Taiwanese/Hokkien.

- Proficient with Microsoft Excel, Microsoft Word, Microsoft Powerpoint, Microsoft Publisher, Outlook, Quickbooks & MYOB Accounting systems and Linedata Beauchamp.

- Obtained Certificate in Chinese Medicine中醫飲食養生證書課程 from Hong Kong Baptist University from 2011 to 2012.