**Personal Details**

Name: Koon Iok Weng (Patrick)/ 官玉榮

Date of Birth: 14 March 1981

Marital status: Married

Address: 17/F, Blk 6, Lynwood Court, Kingswood Villa, 3 Tin Kwai Rd,

Tin Shui Wai

Contact Numbers: 6156 8348

Email: ydunknow@gmail.com

**Education**

2004-2008 Open University

BBAACCT (Bachelor of Business Administration in Accounting)

2000-2002 City University Of Hong Kong

ABAA (Associate degree of Accountancy)

1994-2000 Yuen Long Lutheran Secondary School

Form 2 to Form 7

**Qualifications**

ACCA level I, AAT

**Work Experience**

21 Nov 2012 – 3 Aug 2017 Accounting Manager/ Accountant, Ziegler Logistics (H.K.) Ltd

Duties involved:

* Prepare, Consolidate the finance reports from HK and China office.
* Prepare, Review the Balance Sheet
* Budget and forecasting
* Aging Summary reporting, inter-company reconciliation of balance AR & AP and follow up
* Audit and tax matter
* Suprevise the China Staff/Accountant
* To Prepare Monthly Statement to clients,
* Prepare journal vouchers/GL
* To chase clients settle the invoices/ AR collection

May 2011- 18 June 2012 Accounts Officer, Megastrength Security Services Co., Ltd

Duties involved:

* To check the cheques and check payment prepared by Account Clerk

-Prepare the P & L

-To check journal vouchers and journal register prepared by Account Clerk

- Preparing bank reconciliation

- Assist to handle month ended closing

-To assist in the preparation of the annual audit

-Prepare the payroll autopay and MPF a

-To enter date of credit note, ad-hoc & incidental billing transaction

-To check the monthly billing generation reports before issue of demand notes

-Prepare the budget report

-Prepare the tax return

Dec 2009- Dec 2010 Accounts Officer, Golden Fountain Securities Limited

Duties involved:

-Assist the payroll

-Handling record of account receivable and payable

-Assist to handle month ended closing

-Preparing bank reconciliation

-Performing account month-end closing and schedule preparing(including AR and AP)

Oct 2009 – Nov 2009 Assistant Accountant, Xiao Nan Guo Holdings Limited

Duties involved:

-Handling daily record and document preparation including account receivable and payable

-Monitor collection and monthly reconciliation of customer and suppliers

May 2008 – Jun 2009 Senior Accounts Clerk, Sino Estates Services (信和物業服務)

Duties involved:

-Handling daily record and document preparation including account receivable and payable

-Accounting document handling (Filing, voucher, invoices and monthly statement)

-Performing account month-end closing and schedule preparing(including AR and AP)

-Assist to handle month ended closing

Aug 2003 – Jan 2008 Senior Accounts Clerk, H.K. Wing On Travel Service Limited

(永安旅遊有限公司)

Duties involved:

-Handling daily record and document preparation including account receivable and payable

-Performing account month-end closing and schedule preparing(including AR and AP)

-Assist supervisor to handle other ad hoc account transaction

(e.g. inter-company transaction)

-Handling working schedule, document and inquiry during year ended audit

Aug 2002 – May 2003 Clerk, China International Travel Service Hong Kong Limited

Duties involved:

-Handling record of account receivable and payable

-Assist to handle month ended closing

-Preparing bank reconciliation

**Language Proficiency**

Spoken: Cantonese, English, Mandarin

Written: Chinese, English

**Computer Knowledge**

Sun Account, Flex Accounts, 金碟, Excel (pivot table, v-lookup….)

**Hobbies and Other Interests**

Reading, Singing and Playing table tennis.

**Availability**

Immediately

**Current Salary**

HK$25,000