

**MR. WONG YIN BIL JUSTIN, MBA, CPA黃賢驃**

**PHONE: (852) 9761 3284 E-MAIL:**[justinybwong@hotmail.com](mailto:justinybwong@hotmail.com)

**CURRENT SALARY:** HK$45,000/month **EXPECTED SALARY:** HK$50,000/month

**AVAILABILITY:** Immediate

**PERSONAL STATEMENT**

A qualified accountant (CPA) and a MBA graduate seeking an Accounting/Finance position with proven years of real estate experience in a private equity firm as an Analyst, as well as being an Accountant and Audit senior in various firms.

Justin Wong is experienced in trust accounting, entity accounting, IFRS/GAAP compliance and financial analysis for various projects, reconciliations, cash flow management, as well as forecasts and budgeting.

Justin was involved in managing the performances of properties, ranging from hotels, offices, residential located across Asia, UK, and USA. Also experienced in market research, investment opportunities appraisal and due diligence in new acquisitions.

While his tenure at JLL, not only he had gained extensive experience in delivering premium Asset Management Services to overseas institutional private equity firms such as Blackstone, MapleTree; Carlyle Group, as well as ultra-high net worth investors in Asia, but he also had been consistently adding value & returns to his client’s assets. He was also involved in assisting an institutional fund house for listing its Real Estate Investment Trust on the Main Board of the Singapore Stock Exchange.

Prior to joining JLL, Justin was an Analyst at Walt Disney, focusing on budget planning and financial forecasting using financial data analysis results gathered from SAP and Hyperion. Justin also worked in a CPA firm as an Audit senior, as well as holding several accounting roles in various manufacturing companies.

Specialties: Acquisition / Disposal Opportunity Assessment (incl. Due Diligence & Financial modeling on both project and entity levels); Budgeting and forecasting; Account consolidation, Tax reporting

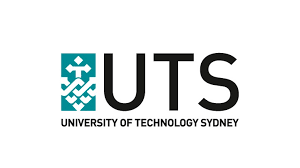
Strong project management skills

Property management experience (incl. office, hotels, and residential buildings)

Generate various asset enhancement initiatives (e.g. CAPEX, renovation)

**EDUCATION & PROFESSIONAL QUALIFICATION**

2013 Aug 31 Qualified member of **Hong Kong Institute of Certified Public Accountants (HKICPA)**

2006 Jul 15 **University of Technology, Sydney (Australia) (UTS) **

Master of Business Administration (MBA) - Professional Accounting

2002 Oct 25 **University of New South Wales, Sydney (Australia) **Bachelor of Arts – Human Resource Management and Social Science and Policy Research

1998 Dec **The Scots College, Bellevue Hill, Sydney (Australia) **

Higher School Certificate (Year 12)

1996 Dec **The Scots College, Bellevue Hill, Sydney (Australia)**

School Certificate (Year 10)

**WORK EXPERIENCE**

Jul 31 2017–Present **Rich Elite Group Limited**

Accounting Manager

Rich Elite Group Limited is a Hong Kong based boutique investment firm with real estate investment projects in Hong Kong, China, Taiwan, Portugal, USA and Canada

* Responsible for all accounting functions, financial planning and analysis, budgeting / forecast, daily treasury function, cash flow and tax related issues;
* Manage the overall processes required in the department, supervises and guides the team in all aspects of the job;
* Responsible of managing all aspects of project finance;
* Responsible for month consolidations, costing, budgeting and management reporting;
* To liaise with auditor for annual audit

Mar 15 2017–Jul 15 2017 **Evershine Group Holdings Limited (8022.hk)**

Assistant Manager of Investment Finance

 Evershine Group Holdings Limited is listed on the GEM board of The Stock Exchange of Hong Kong Limited on 13 August 2001 with a stock code of 8022. Evershine Group is principally engaged in the trading business, property development and investment, mobile application business and also money lending business

* Perform potential overseas project and overseas investment analysis;
* Design and execute M&A strategy for potential overseas project;
* Coordinate the preparation of periodic financial reporting package of overseas investment to headquarter;
* Monitor the financial performance of overseas investment and provide prompt notice and advise when necessary;
* Liaison with the management of overseas investment regularly; and
* Liaison with Hong Kong and overseas professionals where necessary;

Aug 2 2016– Dec 30 2016 **The Executive Centre Limited**

5 months Treasury Analyst

 The Executive Centre is the leading premium serviced office provider in Asia Pacific with over 90 centres in 24 cities. Founded in 1994, The Executive Centre provides serviced offices, co-working space, virtual offices, meeting and conference facilities, and business concierge services to multinational corporations, small and medium enterprises, and start-ups locally, regionally and internationally.

* Assistant to the Head of Treasury;
* Consolidate cash flow reports and monitor daily cash positions for the business centres in 21 major cities in the APAC region;
* Handle daily treasury operations, documents for bank facilities, bank account KYC and maintenance, guarantees/ LC issuance;
* Monitor external and intercompany loans administration;
* Handle escalation and exceptions reported by the teams on e-banking and cash matters
* Assist the administration of group's fund repatriation/ sweeping program;
* Assist in carry out bank fee analysis and bank transaction review;
* Prepare Treasury related projects and ad hoc assignments;
* Work closely with accounting/ expansion/ project teams to drive group's initiative;
* Involvement in implementation of projects, including tax efficiency exercise, workflow re-engineering and compliance review

Apr 29 2016 – June 30 2016 **Simon Y.P. Chan & Co., Certified Public Accountants (CPA firm)**

2 monthsInternal Auditor, Short term overseas audit work assignment

Jul 2 2014 – Mar 18 2016 **Joint Treasure International Limited/ Joint Partner International Limited, Hong Kong**

1 year and 9 monthsAsset Management/Project Analysis Officer

Hong Kong based private equity fund firm and asset management firm formed by a group of business conglomerates

* Ensure accurate, timely, and consistent financial report according to IFRS, UK GAAP to safeguard company resources.
* Responsible for all levels of asset management (tax, accounting, company secretarial, property management, audit, rent roll prepared by property manager and landlord statements etc.) on properties owned by the group, portfolio management by preparing forecast, budgets, variance analysis, management reports, and consolidated financial reports, as well as reviewing the accuracy of the accounting reports prepared by accountants
* Performing capital and risk management such as interest rate hedging on bank borrowing
* Ensure various bank covenant loan ratios are met and comply with the existing loan facilities.
* Liaison with investors, property developers, real estate brokers (sales/leasing), and other third party professionals. (e.g. tax advisors, auditors, bankers, fund accountants, overseas owners representatives)
* Advise to investors on best strategies (property/corporate level)/asset management practice to realize best value on their invested properties, thereby maximizing shareholders’ returns on their investment
* Appraise/ underwrite investment opportunities by preparing cash flow analysis, projections and recommendation to institutional investors on profitable projects.
* Assist on any due diligence (i.e. legal, financial, tax, technical) exercise in connection with investment opportunities, acquisition, and recommend best period on disposal of assets

Aug 27 2012 – Jun 8 2014 **Jones Lang LaSalle Limited**

1 year and 10 monthsBusiness Analyst, Asset Management, (Asia), Hong Kong

 Jones Lang LaSalle (NYSE:JLL) is a professional services firm specializing in real estate. The firm is an industry leader in property and corporate facility management services.

* Provide premium financial services by setting up accounting, internal control and management systems and procedures for newly acquired assets by investors; which consists of global capital investment and fund management equity firms on office buildings, shopping malls, hotels, logistics hubs, as well as residential projects under construction over the Asia Pacific Region;
* Prepare full sets of accounts for both property entity level and trust level; bank reconciliation, balance sheet schedules and managing monthly cash flows, month end report closing; as well as consolidation of financial reports at both property entity level and trust level for capital investment portfolios for overseas institutional fund investors according to US GAAP; Prepare variance commentary and annual budgeting and reforecast ;
* In charge of various projects for properties (office, residential, hotels, and developments) located across Hong Kong, PRC and Australia; supervise and review monthly report and financial reporting functions performed by the property site staff; as well as reviewing leasing reports and hotel reporting packs.
* Leveraging use of Hyperion, MRI and Flex, and perform regular assessment on the systems and consolidation of group figures to ensure internal control competencies and compliance with relevant accounting standards;
* Identify tactical and strategic opportunities, gaps and financial risks and provide recommendation commentary to clients through collaboration with cross-functional teams in the Asia pacific region.
* Liaise with external auditor regarding audit queries on behalf of client.
* Involved in assisting a leading global real estate fund house giant for listing its Real Estate Investment Trust on the Main Board of the Singapore Stock Exchange.

Feb 13 2012 – Aug 24 2012 **The Walt Disney Company (Asia Pacific) Limited**

6+1 months extension Analyst, Contract Administration and Royalty Reporting (6 months Contract), Disney Consumer Products, Hong Kong



Disney Consumer Products (DCP) is the business segment of The Walt Disney Company that delivers innovative and engaging product experiences across thousands of categories from toys and apparel to books and fine art. DCP is comprised of three business units: Licensing, Publishing and Disney Store.

* Process and review royalty statements and calculate commission receivables from licensees on merchandises using Disney characters and logos.
* Budget planning and financial forecasting using financial data analysis results gathered from SAP and Hyperion.
* Perform accounts receivable related duties including distribution of invoices, unpaid billing file and cash applications
* Review contract set up and provide contract policies / guidelines to local markets
* Perform revenue accounting includes transactions posting and monthly reconciliation
* Perform preliminary contract schedules review
* Prepare regular statistic / management reports for contract management and revenue accounting

Dec 16 2010- Nov 23 2011 **Meridian Industries Limited**

1 yearAccountant, Hong Kong



Hong Kong Exporter/Manufacturer in Footwear‚ Garments, Textiles & Accessories, specialising in Knitwear, T-shirt, Woven Blouse, with major markets throughout Australasia, Europe, Japan.

Reporting to the CFO, evaluated and recommended a guideline to staffs to assist the Company’s objectives in cutting budget costs, while maintaining the Company’s productivity and headcounts.

* Perform full sets of account of overseas subsidiaries in a group company and perform group consolidation.
* Develop expense variance analysis for different departments to the Financial Controller
* Recommend ways for the company to save departmental costs and improve productivity and efficiency

Feb 12 2007- Aug 27 2010 **Simon Y.P. Chan & Co., Certified Public Accountants (CPA firm)/SCHLO Tax & Management Consultants Limited**

3 years and 7 monthsAudit Senior, Hong Kong

A Hong Kong CPA and tax management consultancy firm established for over 20 years.

* Develop accounting knowledge and foundations of bookkeeping and audit procedures
* Examine and analyse accounting records to determine financial status of companies
* Prepare audit financial reports for CPA’s review
* Audit planning and leading a team of new recruits in audit assignments
* Prepare tax computation and correspondence to IRD on behalf of clients

Feb 20 2006- Jan 24 2007 **Come Sure Development Limited**

1 yearAccounting Officer, Hong Kong



Paperboards and paper-based packaging products manufacturer listed on the mainboard of the Hong Kong Stock Exchange. (0794.hk)

* Assist chief accountant in preparing financial statement to conform to the Stock Exchange Listing Rule of the Securities and Futures Commission for (pre- IPO).
* Prepare Letter of Credit (L/C), shipping documents, cargo receipt, trust receipts, Export Loan, letter of exchange
* Bookkeeping and bank payment transfer
* Prepare financial reports, in charge of the group’s Accounts Receivable and Accounts Payables department

**OVERSEAS WORKING EXPERIENCES (DURING UNIVERSITY STUDIES):**



* Guest Care Sales Consultant, **Accor Asia Pacific Central Reservation Centre**, February 2004- October 2005 (Sydney, Australia)- 1 year and 9 months, Customer Service position during studying for university degree



* Reservation Sales Agent, **Best Western International Inc.**, September 2002- February 2004 (Sydney, Australia)- 1 year and 6 months, Customer Service position during studying for university degree

**AWARDS AND ACHIEVEMENTS**

|  |  |
| --- | --- |
| **University of Technology, Sydney (Australia)**  **Accor Asia Pacific Central Reservation Centre** | * Business Strategy Game- University Representative, Competition with other global universities on final semester of MBA course-**World Grand Champion- December 2005** (Awards available upon request) * Employee of the month for outstanding sales and customer services at Accor Asia Pacific Central Reservation Centre |

**EXTRA-CURRICULAR ACTIVITIES**

|  |  |
| --- | --- |
|  | * Hong Kong Boy Scout; Violin; School Choir; School Cross Country team; School Tennis team; School Soccer team; Volunteer |

**SKILLS AND LANGUAGE**

**Languages:** English (Fluent), Cantonese (Native), Mandarin (Fluent)

**Computer:** Microsoft Office, Smart MRI, SAP, Hyperion, Flex System, MYOB, SPSS, Optimists