

# RESUME

## Ronald Lau

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### **Summary**

Bachelor's Degree in Accounting and Finance (Leeds Metropolitan University).  
Over 15 years working experience in Auditing and Accounting field.  
A student member of ACCA  
Proficient in Microsoft Excel (V-lookup) and Accounting programs (Accpac, MYOB, NetSuite)  
Fluency in written English / Cantonese / Mandarin  
Strong organizational and time management skills.

### **UK Experience**

**Kingsland Drinks Limited 12/2021-09/2023**  
**Temporary Production Operatives**

### **HK Experience**

**Virtus Medical Group Limited**

**Accountant, 05/2020 — Now**

- Handle monthly closing
- Handle monthly flash result
- Assist the yearly consolidation
- Assist on ERP systems project

**Essilor Hong Kong Ltd**

**Accountant, 02/2012 – 04/2020**

- Handle monthly closing and management report
- Handling inter-company transactions and reconciliation
- Assist in the preparation of the annual budgeting and forecast report
- Assist in the implementation of the effective internal controls and accounting systems
- Supervise the finance operations including AP and AR
- Perform ad-hoc assignments as and when required
- Handle documents and file to CR

**K.M. Choi & Au Yeung Limited**

**Assistant Manager, 06/2005 – 01/2012**

- Perform detailed audits of balance sheet and profit and loss account
- Prepare financial reports, along with comparative analysis of similar periods
- Preparation of consolidation accounts, management reports and financial analysis
- Maintain liaison with management for providing accounting advisory services to clients

- Overseeing the internal control systems of companies and recommending improvements
- Performing company secretary matters including filling of annual return
- Handle tax matters including profits tax computation, tax planning, filing all types of tax returns and clear IRD tax queries
- Supervising junior staffs

**Citibank.**

**Clerk, 09/1996 – 05/2005**

- Daily transaction for the loan and general ledger
- Solving the problem about the loan transaction and insurance policy
- follow up the documentation of the new loan application
- prepare the account entry
- checking the monthly account balance
- prepare the credit approval for the facility
- Prepare the documents for internal quality check

## **Academic Qualifications**

**Leeds Metropolitan University, 2005 - 2007**

Bachelor's Degree in Accounting and Finance

**Hong Kong Institute of Vocational Education (Chai Wan) (HKIVE), 2003 - 2005**

Higher Diploma in Accountancy

**Hong Kong Certificate of Education Examination  
(similar to GCSE)**

English Language (Syllabus B)	E
Chinese Language	E
Mathematics	C
History	D
Economics	D
Geography	C
Chinese History	D

## **Professional Exams**

**ACCA Student member (Final Stage) 10 out of 14**

**HKAAT Fellow member**

## **Computer skills**

**MS Word, Excel, Outlook, Chinese word processing**

## **Availability**

**Immediately**