

# Timothy KWOK

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## Skill

Multilingual	Fluent in Cantonese, English, and Mandarin.
Problem-Solving	Demonstrated ability to swiftly analyze intricate situations, apply critical thinking, and devise effective solutions, as exemplified by resolving complex financial discrepancies and streamlining payroll processing.
Effective Communication	Skilled in efficient and clear communication, ensuring smooth collaboration with teams and liaising with legal firms over company formation and restructuring.
Detail-Oriented	Strong attention to detail and commitment to delivering accurate results, including reconciling accounts and preparing tax computations.
Adaptability	Thrives in fast-paced and high-pressure environments, taking charge of inherited challenges, tidying up processes, and successfully migrating to a shared service center while managing multiple tasks and meeting deadlines effectively.
Financial Analysis	Proficient in analyzing financial data and statements, gained through extensive audit experience and enhanced by a Post-graduate Diploma in Quantitative Analysis and Computational Mathematics in Financial Analysis.
Audit Experience	Three years of experience conducting statutory and IPO audits, including due diligence, financial analysis, and disclosure note preparation.
Bookkeeping	Proficient knowledge of accounting principles and practices, awarded with a Bachelor's Degree in Accounting and Finance.
Credit Control	Skilled in credit control procedures, including risk assessment, credit review, and managing trade receivables.
Daily Financial Operations	Highly skilled in managing day-to-day financial operations, including the receivable/payable cycle, payroll processing, and reconciliation.
Business Acumen	Solid understanding of business models, processes, and operations, including handling a full set of accounts for multiple subsidiaries.
Programming Languages	Skilled in Python, C#, and Java.
Web Development	Adequate in HTML, CSS, JavaScript, Nod.js, and FireBase.
Data Manipulation	Experienced with MatLab, SQL, KDB+Q, and MongoDB.

## Education

### Diploma in Software Engineering Technician

Centennial College, Toronto, Ontario

Sep 2022 - Present

### Post-graduate Diploma in Quantitative Analysis and Computational Mathematics

Hong Kong Metropolitan University, Hong Kong

Oct 2020 - May 2022

### Bachelor's Degree in Accounting and Finance

Edinburgh Napier University, Edinburgh, Scotland

Oct 2011 - Dec 2014

## Experience

### Credit Control Officer

Jul 2020 - Aug 2022

Accenture Company Ltd. (as share service center of Dah Chong Hong Group)

- Assigned to electronic appliance, food trading and logistic segments
- Performed risk-oriented credit assessment on around twenty new applications per month and credit review on around one thousand active customers per annum
- Reporting and analysis for nine subsidiaries, managing trade receivables portfolio worth CAD 36 million
- Migrated customer databases from multiple ERP systems to D365

### Accounts Associate

Jun 2019 - May 2020

Plaza Premium Lounge Management Ltd.

- Handled full set of accounts for nine subsidiaries in US, Italy and Macau with CAD 19.7 million gross income per annum in total
- Coordinated filing of US's subsidiaries' direct and indirect tax returns
- Liaised with legal firms over formation and restructuring of US companies
- Managed bi-weekly payroll processing and other payment transactions
- Reconciled construction in progress accounts for US project capitalization
- Analyzed inter-co. transactions for reconciliation and recharges

### Assistant Accountant

Apr 2018 - Oct 2018

VCC Land Ltd.

- Account payables: entry vouchers and settle approximately one hundred invoices per month
- Account receivables: billing and postings receipt of approximately two hundred invoices per month
- Cash Management: bank reconciliation and daily cash flow analysis for group companies

### Auditor

Sep 2017 - Apr 2018

Wellink C.P.A. Ltd.

- Conducted IPO project audit and due diligence
- Prepared consolidated disclosure notes

### Assistant Auditor

Jan 2015 - Jun 2017

Wong Brothers and Co. C.P.A.

- Conducted statutory audit
- Prepared tax computation and tax return
- Made field work trips to PRC