

PROFILE

Recently graduated with a Bachelor in Business Administration. I am an enthusiastic & versatile person seeking to build a successful career within the commercial field. I give strong attention to detail and a work ethic demonstrated through previous internships & experiences. My ability to work effectively within a team and thrive through challenges makes me an efficient, dependable teammate.

PERSONALITY TRAITS

- Analytical skills
- Motivated and determined person
- Excellent interpersonal skills
- Good team player
- Quick learner
- Excellent written and verbal communication skills

EDUCATION

City University of Hong Kong

Bachelor of Business Administration (Hons) in Accountancy

2013-2017

Queen's University, Kingston, Canada

Commerce in Smith School of Business

Exchange Program

2016

St. Paul's Secondary School

2007-2013

ACADEMIC PROJECTS UNDERTAKEN

ACCA Business Competition 2014

2014

Life Mentor Scheme

2014

- An experiential learning project across four local universities

Project on "Gender-Specific Network Pattern on Facebook"

2013

- A project based on the Small World Phenomenon

EXPERIENCES

Prada Asia Pacific Limited

and Finance

15 June-12 August 2016 | *Summer Intern in Accounts*

- Working for Accounts Payable Team in vouching; responsible in checking of staff travel claims and petty cash claims
- Effective communication among team members and cooperation
- Short meeting daily to ensure payments are paid on time; rotate among members to handle Macau branch payments and remunerations for guests

Kenny KY Chan & Co.

27 July-27 August 2015 | *Summer Internship*

- Fill in individual tax return; prepare debit notes; arrange and submit annual return, company secretary forms; and prepare certificate of shares template
- Showed commitment towards work by performing tasks timely

EXTRA CURRICULUM ACTIVITIES/INTERESTS

- SPSS Alumnae Association Award: Outstanding Performance in Photography
- ABRSM Grade 8 in Piano
- Champion in Star River National Children's Fine Arts Calligraphy & Photography Contest

- Charity Work (visiting elderly homes, Collection of 2nd hand clothes for the Kingston community)

SKILLS

- Excellent Proficiency in Microsoft Office
- Chinese word processing
- Simple operation of SAP ERP
- IBM Notes
- **Language Skills:** English (fluent), Cantonese (native proficiency), Mandarin (native proficiency), French (elementary proficiency), Korean (elementary proficiency)