

## SUMMARY

Accountant with 1 and half years of experience in Finance sector. Educated under ACCA Professional Certificate examinations. Experienced in liaising with Directors, Colleagues, Customers and Suppliers to meet company's objectives.

## WORK EXPERIENCE

### **Jane**

**Jane – NY City**  
Mar 2015 – Oct 2016

#### *Accounting Associate*

- Member of prepayment team for all hospitality transactions
- Tracked all credit cards and online payments for the various hotels belonging to Jane
- Provided daily reconciliations for hospitality and food revenue to various payments
- Helped in the restructuring process of the whole finance department, directly liaising to the finance manager and assistant Vice-president as one of the representatives
- Major achievement: Detected a \$20,000 deficit in a hotel's cash from food revenue over a month that happened due to a system bug, and subsequently worked together with the bank to regain the money for the company
- Minor achievement: Used Excel's various tools to shorten a work that took a previous worker half a day, down to one hour

### **Koko Enterprise**

**Koko - Hogsmeade**  
May 2009 – Aug 2011

#### *Supply Officer*

- Analyzed and recommended specific investment opportunities
- Sent out research notes to suppliers summarizing daily and weekly supply and demand data
- Regularly contact and discuss with suppliers in order to achieve price competitiveness

## EDUCATION

### **ACCA**

2012-2017

#### *Association of Certified Chartered Accountants*

- Completed 14 out of 14 required courses
- Relevant Coursework: P2(Corporate Reporting), F7(Financial Reporting)

### **CAT**

2010-2011

#### *Certified Accounting Technician*

- Completed 9 out of 9 required courses
- Successfully completed a semester of crash accounting skills course

## ADDITIONAL INFORMATION

*Language:* Fluent in Mandarin, Fluent in English

*Modeling:* Completed Wall Street Prep self-study course covering valuation, M&A and LBO modeling

*Accounting:* Able to do Full set accounts with compliance to IAS

*Computer:* Proficient in Excel, SAP

*Interests:* Reading, Lifting, Meditation