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CAREER OBJECTIVE I have entry-level experience in accounting, office, and IT areas. I am looking for a long term full-time career in accounting field to contribute my skills.

KEY STRENGTHS

- University graduate with very good academic result.
- One and a half year work experience in account and office environment locally and overseas, including the one in a professional service firm.
- Excellent computer skills in office and Quickbooks, MYOB software.
- Great communication and problem-solving skills. Self-motivated person.

EDUCATION

Macquarie University, NSW

June 2007 - Bachelor of Commerce – Accounting
June 2009 **Achievement: High Credit: 72% GPA: 3.2 / 4**

- Financial Account Practice And Theory (**Distinction 80%**)
- Financial Management (**Distinction 81%**).
- Corporations Law (**Distinction 75%**) • Mathematics 123 (**Distinction 80%**)

October 2006 - **Sydney Institute of Business & Technology (SIBT), NSW**
June 2007 Diploma of Commerce
Achievement: High Credit : 74% GPA 3.4 / 4

MEMBERSHIP

- CPA Australia - associate member

PROFESSIONAL WORK EXPERIENCE

January 2009 – **Cadet in Auditing, RSM Nelson Wheeler, Hong Kong**
March 2009 *RSM Nelson Wheeler is a Hong Kong member firm of RSMi group, which is currently the 7th largest professional service organization globally.*

- Audited in areas of accounts payable, receivable and bank reconciliation using Microsoft Excel spreadsheet.
- Proof-read and performed account calling and casting on audit report.
- Prepared income and company tax return for client's company.
- Provided office support: word processing and timesheet preparation.

Achievement I worked in a team of four completing audit for several companies ahead of schedule. This role enhanced my logical thinking, attention to details, problem-solving skills and capacity to work as a team member.

March 2009 – **Voluntary Account/Admin Assistant, District Court of New South Wales**
May 2009 *The District Court of NSW is the “middle” court in the State’s legal system.*

- Helped reviewing the accounting figures of defendant’s evidence.
- Assisted with research studying the differences of current legal system between Australia and China.

Achievement My findings were used as court evidence in a confidential case.

December 2007 – **Operation Store Assistant, Easyway Tea Australia, Sydney**
March 2008 *EasyWay Tea is an international franchise specializing in tea, with an extensive range of unique tea related beverages.*

- Processed accounts payable and managed high volume transactions of cash receipt on day-to-day basis.
- Stock-taking, ordering on credit and co-ordinate end-of-day balance.
- Provided exceptional customer service and support.

Achievement It is the first time I was exposed to business environment of transactions and stocks. I developed self-confidence from a shy person to a confident customer service agent.

OTHER WORK EXPERIENCE

May 2010 – **Voluntary Admin Assistant, Utopia Research Institute Limited, Sydney**
current *Utopia is a non-profit organization improving the health and education of children and their families.*

- Conduct general administration duties using Google Gmail and Documents.
- Prepared Charts using formulas on Spreadsheet.

December 2009 - **Web Designer / Personal Assistant, Professor John Higgins Studio, Sydney**
Current *John has been teaching American accent and acting skills for 40 years. He had an international career in famous films, televisions and dramas.*

- Prepared blueprint, designed lay-out of www.professorjohnhiggins.com
- Word processing and computer support to Professor John Higgins

Achievement The website is developing from its old-fashioned design to a trendy, magazine-like personal website, under my lead. We received great positive feedbacks of our website.

May 2010 **Voluntary Survey Staff, CeBIT Australia**
CeBIT Australia is the leading business event in the Asia Pacific region for Information and Communications Technology driving business strategy.

- Conducted a survey for visitors and exhibitors.

Achievement Build up my confidence presenting myself to anonymous people.

January 2010

Data Administrator, DP World, Sydney

DP World is one of the largest marine terminal operators in the world, with 49 terminals and 12 new developments across 31 countries.

- Reporting to payroll manager, I reviewed and consolidated documents of employees, updated and filed them properly for payroll purpose.

April 2006 -
August 2006

Desk Clerk/Surveying trainee, Multiple Surveyor Limited, Hong Kong

MSL offers professional services including building surveys and renovation, architectural design, project management and valuation.

- Performed residential and commercial properties' research and surveying report writing with Microsoft Word.
- Site inspection with photography and clients' interview.

**SKILLS &
DEVELOPMENT**

- Software skills: *Knowledge in accounting software like **QuickBooks** and **MYOB** for 2 years. Extensive practices in **Microsoft Office Suite** for 10 years.*
- Office skills: *experience and practice to **work under pressure** and in a team with **multi-tasking** and **time-management** skill.*
- Language skills: *Good English user. Fluent in Mandarin and Cantonese.*
- Training Course: MQ Career Workshop; Quickbooks Pro 2010 Workshop

**EXTRA-CURRICUL
AR ACTIVITIES**

- Church Service: *member of **Bible Study Fellowship (BSF)** in a Christian church; pianist of hymn singing; member of **church choir** team.*
- Sports: ***Indoor soccer team** member of Rockdale Alliance Church in 2007; member of badminton and basketball Club in Macquarie Gym.*
- Volunteering: *administrative assistant in **World Vision** in 2004; the leader of volunteer's team in a hearing-impaired child center in 2005 and 2006; assistant in **District court of NSW**; Volunteer of **Cebit Australia** 2010 in May.*

HOBBIES

- I am a Lego toy builder. It develops me beyond imagination.
- I play the piano of classic and romantic piano pieces. I was awarded Grade 8 of Associated Board of the Royal Schools of Music.
- I love information technology, computer and home electronics related.

REFERREES

Carmen Lo

Human Resource Department, DP World, Sydney

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John Higgins

Professor , Professor John Higgins Studio

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Chris Wong

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