

WALLANCE LEE

Kwun Tong | 9123 2018 | wallance.lee@gmail.com

SUMMARY

Ambitious candidate with professionalism in business procedures and 2+ years of experience in the field. Excellent management of accounts payable and receivable in line with the reconciliation of accounts and financial reporting.

EXPERIENCE

Accounting Assistant, RWE International Accounting Firm

Jun 2012 - Present

- Performed general accounting duties with respect to accounts payable/ receivable, invoice verifications, management reports and reconciliation
- Settled 20+ warranty accounts and analysed 30+ accounts payable/ receivable reports daily on the ERP system
- Piloted all bookkeeping and payroll functions for 150+ local and overseas staff and followed up with any discrepancies that arose
- Assisted 5 senior accounting staff in performing ad-hoc job tasks such as managing fixed assets and physical inventory
- Coordinated with 5+ external banking agencies to deal with daily returned cheques, replenished cash and fund packages
- Assisted in performing periodic management reporting and preparing financial statements and schedule analysis for month-end closing

QUALIFICATIONS

LCCI International Qualifications

Certificate in Level 2 Book-keeping and Accounts

HKU SPACE Community College, 2010-2012

Higher Diploma in Business (Accounting and Banking)

SKILLS

Microsoft Office (Word, PowerPoint, Excel & Access), ERP Systems

LANGUAGES

Cantonese (Native) English (Proficient) Mandarin (Fluent)