

► DORINA CHUNG

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6123 2009

SUMMARY

Well-rounded accounting professional with 3+ years of experience in solving accounting problems, backed up by a strong aptitude for grasping complex issues and figures. Disciplined, with a strong demonstration of punctuality and accuracy in the field.

EXPERIENCE

Accounting Clerk, Crew Tech Limited

Jun 2011 - Present

- ▶ Performed a full set of daily accounting routines and office administration duties, including accounts payable/ receivable, bank reconciliation and filing
- ▶ Analysed about 50 accounts daily to sort out all discrepancies and resolved them with prompt adjustments and corrections to reduce variances
- ▶ Assisted in consolidating 5 monthly departmental financial reports and analyses, including P&L and balance sheet account
- ▶ Followed up with 10+ monthly issues regarding invoice discrepancy and account billing cycles that involved transactions with vendors
- ▶ Provided support to all budgeting and forecasting exercises, month-end closing and other ad-hoc projects as assigned by senior accountants

ACHIEVEMENTS

- ▶ Established a system of managing payment performance issues in accordance with producer activities
- ▶ Introduced a dedicated online accounting system in order to manage accounts receivable and payable more efficiently

QUALIFICATIONS

LCCI International Qualifications

Certificate in Level 2 Book-keeping and Accounts

Hong Kong Management Association, 2010-2011

Diploma in Accounting and Finance

LANGUAGES

Cantonese (Native) English (Proficient) Mandarin (Proficient) Spanish (Basic)