

JOSEPH FUNG

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.

AREAS OF EXPERTISE	Account Reconciliations	Balancing Accounts	Budgeting Processes
	Credit Management	ERP Accounting System	Payroll Accounting

EXPERIENCE **Accounting Officer, RTE International Holdings Ltd.**
Jun 2012 - Present

- Assisted top management in improving the accounting & POS system, logistics & inventory control, cash flow and data management
- Introduced and launched multiple projects in 2013, which involved spreadsheet maintenance, quality control and database programming
- Monitored and managed bank balances and mortgage repayment schedules to ensure timely settlement of loans
- Liaised with 20+ external parties, including auditors, lawyers and bankers to handle accounting and lease related issues

ACHIEVEMENTS

- Boosted profitability by 20% with the monthly analysis of current accounting practices and implementation of more cost-effective methodologies
- Created and carried out a total of 10 new spreadsheet programs to increase productivity of the company by 15% in 2012

QUALIFICATIONS **CPA Qualification Programme**
Passed Module A (Financial Reporting) and Module B (Corporate Financing)

City University of Hong Kong, 2009-2012
Bachelor of Business Administration (Honours) in Accountancy

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

LANGUAGES Cantonese (Native) | English (Proficient) | Mandarin (Proficient)

AVAILABILITY One month's notice
