

JOE LAU

SUMMARY Competent professional with a keen eye for numerical tasks with 3+ years of experience. Equipped with a thorough understanding of the breadth of accounts plus a strong desire to identify cost-effective opportunities for business.

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

EXPERIENCE **Assistant Accountant, EY Enterprises Ltd.**
Jun 2011 - Present

- Monitored the daily cash position and ensured sufficient funds to meet 20+ client's disbursements; updated and filed transfer records properly
- Prepared all income and expenditure transactions, ensuring all vouchers were prepared without error and delay, and all payments were issued on time
- Assumed full responsibility in preparation of 5+ management reports, ensuring compliance with company's requirements and deadline was met
- Assisted in analysing financial statements and other related reports; brought up issues, comments and recommendations to the attention of the manager
- Monitored the status of accounts receivable and performed AR management services; followed up with clients closely if necessary
- Formulated internal workflow, procedure and documentation for the specific business unit's daily accounting and finance operations

QUALIFICATIONS **CPA Qualification Programme**
Passed Module B (Corporate Financing) and Module D (Taxation)

Hong Kong Baptist University, 2008-2011
Bachelor of Business Administration (Honours) in Accounting

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

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

AVAILABILITY One month's notice