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|  | **CONNIE FOK**  connie.fok@gmail.com**|**6123 2010 |
| profile | Committed auditor with an ability to generate and implement effective auditing procedures and evaluate accounting systems for efficiency. Successful track record of checking company’s financial records, bookkeeping and accounting methods to identify efficiency improvements that maximise assignment profitability. |
| Experience | **Audit Officer, Lead Financial Group Ltd.**Jun 2012 - PresentConducted risk-based financial and operational audit engagements, including evaluation of internal controls, design of audit programs, etcAssisted in reviewing and adjusting audit processes in accordance with developments in the Group’s operations and businessesEnsured adherence to relevant company’s policies and procedures in order to sustain internal control compliancePrepared quarterly audit reports and provided recommendations for improvements to enhance control and efficiency |
| ACHIEVEMENTS | A majority of the audit engagements involved areas that generated or processed $50 million or more annuallyFacilitated discussions and introduced possible process automation techniques based on in-house system capabilityDeveloped process flows and made updates to process narratives through the identification of gaps and risks within specific processes |
| 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) |
| languages | Cantonese (Native), English (Proficient), Mandarin (Proficient) |
| availability | One month’s notice |