

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 - Present

- Conducted risk-based financial and operational audit engagements, including evaluation of internal controls, design of audit programs, etc
- Assisted in reviewing and adjusting audit processes in accordance with developments in the Group's operations and businesses
- Ensured adherence to relevant company's policies and procedures in order to sustain internal control compliance
- Prepared 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 annually
- Facilitated discussions and introduced possible process automation techniques based on in-house system capability
- Developed 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