**ESTONIA KWAN**

|  |  |
| --- | --- |
|  |  |
|  | Kwun Tong | 9123 2016 | estonia.kwan@gmail.com |

Summary

|  |  |
| --- | --- |
|  |  |
|  | Result-oriented expert with a sensitive mind to figures with 2+ years of experience in performing quality audits. Well equipped with skills of management and programming to facilitate audit assurance and expedite progress. |

Experience

|  |  |
| --- | --- |
|  |  |
|  | Internal Auditor, EY Enterprises Ltd. Jun 2012 - Present   * Assisted in assessing business risks and developed annual audit plan based on the assessment results and management requests * Prepared internal audit reports with detailed findings and practical recommendations to strengthen the overall control of the company * Identified control weaknesses; formulated recommendations for improvement and performed follow-up work to ensure timely implementation * Liaised with 5+ external parties for the efficient completion of audit assignments in accordance with the designated audit plan * Performed special audits on an ad-hoc basis as required by regulators, business line management and audit committees |

qualifications

|  |  |
| --- | --- |
|  |  |
|  | CPA Qualification ProgrammePassed Module A (Financial Reporting) and Module B (Corporate Financing)Hong Kong University of Science and Technology, 2008-2011Bachelor of Business Administration (Honours) in Professional Accounting |

skills

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

languages

|  |  |
| --- | --- |
|  |  |
|  | Cantonese (Native)　　English (Proficient)　　Mandarin (Fluent) |

AVAILABILITY

|  |  |
| --- | --- |
|  |  |
|  | One month’s notice |