

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 Programme

Passed Module A (Financial Reporting) and Module B (Corporate Financing)

Hong Kong University of Science and Technology, 2008-2011

Bachelor 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