

Resume

Name: Eunice Wong

Mobile: (852) 6105 9590

Email: 852enw@gmail.com

Education and Qualification:

Year	Education	Qualification
2007-2008	Hong Kong Institute of Vocational Education	Higher Diploma in Accountancy
2005-2007	Hong Kong Institute of Vocational Education	Diploma in Accountancy
2004-2005	Hong Kong Institute of Vocational Education	Foundation Diploma

Working Experience:

July 2016 – Now

Company: Top One Limited

Job Title: Customer Service Assistant

- Handle customer enquirers and complaints
- Handle Employment Contract
- Perform ad-hoc duties

July 2013 – September 2015

Company: Animoca Brands Limited

Job Title: Assistant Accounting Officer

Duties:

- Handle Financial Report
- Prepare Management Reports
- Implement the report system
- Assist in data analysis, budget and ad-hoc matters
- Suggest ideas to improve the processing

June 2010 – June 2013

Company: Wah Fung Knitters Limited

Job Title: Account Clerk

Duties:

- Handle full set of account
- Prepare Management Reports
- Inter-company transaction
- Assist the annual audit
- Run the ERP system and fix the problems with other departments and factory
- Suggest some ideas to improve the operational procedure

May 2009 – May 2010

Company: Profit Trading Company Limited

Job Title: Clerk

Duties:

- Coordinate with forwarder, outsources, Transportation Company and customers regarding shipment matter
- Responsible for custom services
- Sales co-ordination and order follow up

Skill:

- Microsoft Word, Excel, Power point
- Usage of TEC Account System, Microsoft AX, SUN System

Other Certificate:

- LCCI Level 2
- LCCI Level 3