

Dec 2000 – Jun 2005 Fourstar Group
Nature of business Sundries trading with 60+ staff
Position Accounts Clerk – Accounts Payable mainly

Job duties

- Perform daily accounting functions such as data input, prepare vouchers, issue invoice and issue and collect cheque
- Arrange payment for employee, general office and vendor
- Prepare Bank book and Reconciliation
- Prepare Sales Volume Report
- Record and arrange Petty Cash transaction
- Assist in Month-End closing, including AP, AR and GL
- Assist in preparing Annual Report
- Participate in Annual Audit Process

Reason of leaving Change working environment

SKILLS:

Language: Cantonese (Native), English (Fluent) and Mandarin (Good)
Computer: MS Office (Word, Excel, Power Point, Access), Outlook Express,
 Lotus Notes, SAP System
Typing: 40 wpm in English and 35 wpm in Chinese