PERSONAL DETAILS:

Name: Chan Tai Man, Ricky Marital Status: Married Birth: 29 August 1981 Sex: Male

Email: cv@optimum-talent.com Mobile No.: (852) 3468-3498

Address: Flat A, 12/F., Astoria Building, 34 Ashley Road, Tsim Sha Tsui

EDUCATION BACKGROUND:

2011 – 2013 The University of Hill

Bachelor of Sciences

2007 – 2009 The University of Hong Kong / SPACE

Advanced Diploma in Accounting

1998 – 2000 Hong Kong Institute of Vocational Education

Diploma in Accountancy

Professional Qualification:

- Student member of ACCA (Professional Stage)

- LCCI – Booking Keeping and Accounts – Second Level

WORKING HISTORY:

Jun 2005 – Nov 2013 The Walt Disney Company (Asia Pacific) Ltd

Nature of business US base toys group

Position Accountant

Job duties

Prepare Month-End Closing and AP, AR & GL

- Prepare Intercompany Allocation, Recharge and Reconciliations
- Prepare and analysis Financial Schedules, e.g. P&L Analysis, Balance Sheet
 Schedule, Balance Sheet Variance Report etc
- Prepare monthly Account Analysis and Reconciliation
- Participate in Cashflow Forecasting Process
- Process and approve Employee Travel Expense claims
- Supervise Account Clerks for daily operation of Transaction Processing team for all AP, AR & Treasury related
- Participate in System Implementation and Enhancement projects and follow up any system issues / queries and to work with Sustainment Team for resolution

Reason of leaving Company restructure

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