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## TOM CHOI

### CAREER OBJECTIVE

As an ambitious and dedicated accountant, my professionalism and accuracy have led to significant savings in the companies I have worked for. I am eager to contribute to larger scale projects and manage a successful client portfolio at your organisation.

### KEY SKILLS

- Proficient in completing tax statements and returns for small and large businesses in accordance with the Inland Revenue Department (IRD)
- Strong knowledge of Intuit QuickBooks
- Ethical Accountants Asia Junior Board Member (2011)
- Hong Kong Institute of Certified Public Accountants (CPA) member (2009)
- ABSS certified (2007)

### WORK EXPERIENCE

Internal Auditor  
Collective Capital Limited  
2009 – 2015 | Kowloon West, Hong Kong

At Collective Capital Limited I am responsible for monitoring company assets and analysing complex data sets to maximise profits and shareholder value.

- Develop and maintain accounting systems and procedures in accordance with national law and industry best-practice
- Provide detailed analysis and reports on allocation of capital
- Independently managed presentation and distribution of financials at all Executive and Board meetings in the 2009 – 2012 period
- Forecast spending and budget requirements according to local and international market trends
- Maintain strong relationships with banks and key investors
- Responsible for refining reporting process, reducing costs by 37% and time investment by 11% in first two years

Graduate Accountant  
PTP Accounting  
2005 – 2008 | Sheung Wan, Hong Kong

At PTP Accounting I worked in the finance team to budget and forecast annual spend for three small retail clients, assisting with quarterly and yearly account consolidations.

- Became familiar with accounting software and practice management techniques
- Managed relationships and reporting requests with three retail clients
- Developed thorough understanding of Hong Kong Monetary Authority function and policy
- Participated in PTP Accounting's inaugural Financial Research Network Retail Review, the results of which were presented at the Asian Accountants Conference 2007

## EDUCATION

Masters of Finance

The University of Hong Kong, School of Economics and Finance

2005 – 2007

Awarded the International Federation of Accountants (IFAC) Innovation scholarship for thesis on global accounting project

BBA Business Economics

City University of Hong Kong

2000 – 2004

First Class Honours

**REFERENCES:** Available upon request