

# Resume

## PERSONAL INFORMATION

**Name** : Wong Hoi Yan Cabrera (Ansherina)  
**Gender** : Female  
**Birthday** : 1995/06/22  
**Contact** : 51348628  
**Email** : [aihe0622@gmail.com](mailto:aihe0622@gmail.com)  
**Address** : Rm3018, Yuet Tin House, Yan Tin Estate, Tuen Mun, N.T.

## WORKING EXPERIENCES

Finance & Administration Associate – Tenxing Group Holding Limited 24/05/2021 – Now  
Job Description: (Full Time)  
Responsible for overall financial management including budgeting and monitoring of project expenditures  
Financial reporting and auditing  
Managing accounts receivable and payable  
Creating and updating spreadsheets of daily transactions  
Keep records of invoices and tax payments  
Report on financial projections (e.g. liquidity and cash flow)

Counter Service Officer – HSBC 06/01/2021 – 22/05/2021  
Job Description: (Full Time)  
Handle counter financial transactions and balance daily transactions  
Support back-end branch operations

Warehouse Officer – S.F. Express 01/08/2018 – 31/10/2019  
Job Description: (Full time)  
Follow up the delivery order  
Contact the customer about the delivery time  
Reconfirm the delivery information

Receptionist – Inakaya 11/01/2018 – 30/03/2018  
Job Description: (Full time)  
Help the customer to make reservation  
Design the sitting plan  
Arrange room or table for customer

Receptionist – Inakaya 06/01/2016 – 10/01/2018  
Job Description: (Part time)  
Help the customer to make reservation  
Design the sitting plan  
Arrange room or table for customer

Receptionist – Neway 18/06/2015 – 31/12/2015  
Job Description: (Full time)  
Help the customer to make reservation  
Arrange room for customer

## **EDUCATION**

**Hong Kong Institute of Education** 09/2013 – 07/2015  
Associate degree of Sport Coaching and Management

**Queen Elizabeth School Old Students' Association** 09/2007 – 07/2013  
**Secondary School**  
Secondary 1 to Secondary 6

### **HKDSE Result**

Chinese Language	3	Liberal Studies	3
English Language	2	Biology	3
Mathematics	2	Physical Education	3

## **ADDITIONAL SKILLS**

Microsoft Word, Excel, Power Point, First-aid

## **LANGUAGES**

Chinese	Fluent
English	Fair
Putonghua	Fair