**Résumé**

**Name:** Ka Wai Chik

**Address:** 1645 Boul Maisonneuve O, Montreal, Quebec, H3H 2N3

**Phone Number:** 514-2946690

**E-Mail Address:** ckwk0123@gmail.com

**Profile of Skills:**

Languages:

* + English
	+ French (basic)
	+ Chinese (Mandarin)
	+ Chinese (Cantonese)

Computer Skills:

* + Sage 50
	+ Microsoft Word
	+ Microsoft PowerPoint
	+ Microsoft Excel

Accounting Skills:

* + Client accounts, Supplier accounts, payroll, bank reconciliation, taxation (basic), preparation and analysis financial statements

**Education**

2016 – 2019 **DEC: Accounting and Technology Management**

 LaSalle College, Montreal (Quebec)

**Work experience**

2018 – Present **Cook**

 Chicha Donburi, Montreal (Quebec)

* Recording inventories, in charge of weekly food preparation
* Managing workloads, rush hours
* Customer service
* Monitoring food quality

2016 - 2017 **BusBoy**

 Sushi St-Denis, Montreal (Quebec)

* Managing workloads

**Volunteer Work**

Jan. 2018 Volunteer in John Molson MBA international Case Competition