**Résumé**

**Name:** Ka Wai Chik

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

**Phone Number:** 514-2946690

**E-Mail Address:** [ckwk0123@gmail.com](mailto: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