

# Sumina Gurung

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## EDUCATION

### The University of Hong Kong | Bachelor of Economics and Finance

Expected June 2026

- Relevant Coursework: Venture Capital and Private Equity, Corporate Finance, Financial Accounting, Investments and Portfolio Analysis
- Activities: Student Ambassador for HKU Business School, Student Adviser for Academic Advising and Scholarships Office, Core Team Member at HKU Social Service Group

## WORK EXPERIENCE

### Manulife (International) Limited, Financial Planning Consultant

Dec 2025 – Present

- Conducted comprehensive financial needs analysis for diverse client segments, assessing age, lifestyle, and long-term goals to recommend tailored Manulife products, structured premium payment schedules and payout strategies
- Quantified opportunity cost of low-yield savings vehicles and demonstrated the long-term value of disciplined premium allocation identify cross-selling opportunities and enhance revenue
- Managed end-to-end sales cycle from initial client discovery through needs analysis and policy recommendation to closing, provided ongoing post-sales servicing to ensure a seamless experience with minimal client effort

### Bird & Bird, Student Intern

Jun 2025 – Jul 2025

- Inputted and managed bank transaction data and journal numbers from Japan office's physical receipts into Excel general ledger files, supported precise tracking of billing activities across regions
- Conducted detailed bank reconciliations by comparing bank statements against general ledger entries, proactively identified discrepancies such as bank charges to ensure compliant financial records
- Managed invoice imports and validation through Onventis, verified correct matter allocation and company details prior to posting in the accounting system to ensure error-free financial processing
- Analyzed and mapped client relationships by identifying key decision makers to drive strategic business development, leveraged AI tools to design panel pitches to showcase project outcomes while ensuring brand alignment

### In Lieu, Finance Intern

Nov 2024 – Mar 2025

- Updated financial projections to reflect real-time progress, increased profitability by 30% in the P&L forecast after securing 5+ new deals, maintained expense tracking and ensured sales model accuracy across 10+ revenue streams
- Streamlined B2B invoice creation and factory shipment processes to uphold balance sheet integrity, performed COGS analysis to determine tailored discount structures and identified cost-effective logistics partners for last-mile delivery
- Conducted monthly financial review meetings with the CEO, COO, and financial consultant to update cash flow forecasts, analyzed expenses against projections, identified cost-saving opportunities and optimized budget allocation
- Developed an inventory tracking system in Excel for 15+ product SKUs and merchandise, maintained optimal stock levels for timely reordering and forecasted future inventory needs

### Environment and Ecology Bureau, Community Relations Unit Summer Intern

Jul 2023 – Aug 2023

- Led a targeted project to engage the ethnic minority community, leveraged strong stakeholder communication and strategic planning
- Collaborated closely with the marketing department to design and deliver multi-platform social media content through effective cross-functional teamwork and project management
- Effectively communicated complex environmental messages, strengthened community engagement and fostered relationship building during public outreach events

## NOTABLE AWARD

### Manulife (International) Limited Top Case (Rookie) (2025), 3<sup>rd</sup> runner up

Awarded for being one of the top-performing rookie agents by securing high-value cases and delivering exceptional sales results.

### Cathay Pacific Sponsored HKU Hackathon (2024), 1<sup>st</sup> place

Developed a user-friendly AI-powered app to help university students manage academic stress by delivering evidence-based psychological solution.

## PROJECTS

### U21 Global Citizens

- Completed a selective leadership development program with Universitas 21, a global network of 28 leading research universities across 20 countries, collaborating to address Sustainable Development Goals
- Strengthened cross-cultural leadership, communication and teamwork skills through multinational project-based collaboration

### Voluntary Teaching Project, S.K.H. Kei Fook Primary School

- Taught English to primary four and five students from low-income families using creative, interactive games and activities to foster enthusiasm for language learning
- Designed and prepared all teaching materials and resources

## ADDITIONAL INFORMATION

**IT Skills:** Experienced with Generative AI tools, Microsoft Excel (VLOOKUP, VBA, Pivot Table), Microsoft Office Suite

**Certifications:** IIQE Paper I, IIQE Paper III, Mental Health First Aid Standard Course, IELTS Band 8

**Languages:** English (Fluent), Cantonese (Conversational), Nepali (Native)

**Interests:** Trekking, Clay Sculpting, Reading, Gaming, Podcasts