

Sarbjit KAUR 柯心怡

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Profile

Hardworking and Adaptable Penultimate-Year Accountancy Student
Bilingual in English and Cantonese
Actively seeking internships in the finance industry
To make meaningful contributions and gain practical experience

Education

The Hong Kong Polytechnic University (PolyU) Sept 2025 – June 2027
Bachelor of Business Administration (Honours) in Accountancy

HKU SPACE Po Leung Kuk Stanley Ho Community College Sept 2022 – June 2024
Higher Diploma in Accounting Studies

- CGPA 3.86/4.0
- Student on the Principal's Honors List in 2022/23

Professional Experience

CL Holdings Limited Feb 2025 – June 2025
Accounts Executive

- Managed full-cycle accounts for 4 restaurants outlets, including monitoring sales, accounts receivable (AR), and accounts payable (AP)
- Prepared daily sales reconciliations and ensured accurate recording of revenue and receivables
- Handled daily accounting operations such as cheque issuance, payments for utilities and process payments for other operational expenses
- Generated and analyzed monthly financial statements, comparing actual results to budgeted figures to support management's decision-making

Raymond Y.L. Lai & Co CPA Limited July 2024 – Jan 2025
Audit Assistant

- Assisted audit teams in auditing for 15+ SMEs in Hong Kong, including property management, pharmaceutical, human resource service corporations, and non-profit organizations
- Collected, and analyzed financial data using Excel to determine key audit findings and support audit conclusions
- Prepared corporate tax computations and audit reports, ensuring accuracy and 100% compliance with relevant regulations
- Provided administrative support by organizing documents, filing, and communicating with clients to gather necessary information for audits

Activities and Interests

AIESEC PolyU

Oct 2025 – Present

Member in the Partnership Development Department

- Initiate and cultivate partnerships with businesses interested in AIESEC events and operations
- Participate in AIESEC national conference to develop relations with AIESEC representatives
- Work in liaison with the other departments for event planning and management

The Amber Foundation

Oct 2025 – Present

EMPOWER Member (Cohort 8)

- Participate in mentorship and leadership workshops for ethically diverse young women to build career success and networks

Himalayan Dragon Taekwondo Academy Hong Kong

July 2025 – Present

Yellow Green Belt

- Attend weekly or bi-weekly training sessions

HKU SPACE Po Leung Kuk Stanley Ho Community College

Jan 2024 - April 2024

Student Representative of Higher Diploma Accounting

- Consult with the fellow students to gather their feedback on the academic and
- Represent the students' interests in the official student-staff meetings

The HKFYG Leadership Institute

Apr 2024

Participated in Upskilling for a Greener Future Project “Green Upskilling Skills Labs”

- Introductory course to Green Finance
- Overview of ESG Disclosures and Sustainable Investing

Skills & Abilities

- Language: English (Fluent), Cantonese (Working Proficient), Hindi (Proficient), Spanish (Basic)
- Computer: Microsoft Office Suite, MYOB, Microsoft NAV

References

Elizabeth L. Thomson

Chairwoman of The Amber Foundation

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Note: Elizabeth is my mentor and group leader at the EMPOWER (Cohort #8).