

# Serene Lai Sum Yi

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## Working Experience

September 2015 – Present

**Harneys Corporate Services (Asia) Limited** - *affiliate to Harney Westwood & Riegels*  
Company Secretarial Officer

October 2013 – September 2015

**Tricor Services Limited** - *affiliate to The Bank of East Asia, Limited (23.HK)*  
Officer, Corporate Services Division (*January 2015 – September 2015*)  
Associate, Corporate Services Division (*October 2013 – December 2014*)

June 2011 – Sep 2011

**LiFung Trinity (Management) Limited** - *affiliate to Trinity Limited (891.HK)*  
Summer Intern, Accounting Department

## Special Skills and Achievement

Transferable competencies derived from working in Harneys

- **Able to work independently without supervision**
  - Handle full set of company secretarial duties for BVI and Cayman Companies and Partnerships including incorporation and change of structure independently, in good quality and in a timely manner

Transferable competencies derived from working in Tricor

- **Detail oriented, capability to learn fast, excellent time management, able to work under pressure productively and independently**
  - Maintaining annual compliance and handling ad-hoc tasks of Hong Kong and offshore private companies, Hong Kong-listed companies and Trusts under supervision
- **Excellent communication and negotiation skills and high level of emotional intelligence**
  - Being able to communicate and liaise with external clients, lawyers and auditors using professional, formal and concise languages
- **Being professional**
  - Familiar with practices of traditional professional firm

Software proficiencies

- **Familiar with Microsoft Office Suite**

High language ability

- **Proficiency in Cantonese, English and Mandarin**

Typing speed

- **English: 70 words/minute**
- **Traditional Chinese: 60 words/minute**

## Education and Qualification

2013 - Present

**The Hong Kong Institute of Chartered Secretaries**  
Student Member

2010 – 2013

**University of Exeter** (*Exeter, United Kingdom*)  
Bachelor of Arts with Honours in Business and Management Class II Division I