

CHOW Chi Ying Katy (周志盈)

Address: Rm 422, Hung Shing Hse, Hung Fuk Est, Hung Shui Kiu,
Yuen Long, N.T., Hong Kong

Mobile: 9556-2165

Email: katychow1220@gmail.com

Work Experience

| | |
|-------------|---|
| Job Title: | Corporate Administrative Assistant (March 2017 - Present) |
| Employer: | Estera Corporate Services (HK) Limited |
| Job Duties: | Assist the Corporate Administrators in relation to all round company secretarial and administrative duties including but not limited to: <ul style="list-style-type: none">➤ Incorporation of offshore companies;➤ Name check/order certificates via online system;➤ Maintain statutory records, update registers for client;➤ Drafting resolutions;➤ Certificate of Incumbency;➤ Review KYC documents and perform world check;➤ Arrange filing with the Registry; and➤ Prepare monthly report and management reports. |
| Job Title: | Company Secretarial Assistant (August 2014 – October 2016) |
| Employer: | Offshore Incorporations HK Limited (now rebranded as Vistra) |
| Job Duties: | Handle company secretarial duties mainly for Cayman Companies: <ul style="list-style-type: none">➤ Incorporation;➤ Prepare activation documents, registers and company kit;➤ Filing of Registers;➤ Change of Name;➤ Certificate of Incumbency;➤ Review Due Diligence /KYC documents; and➤ Handle general telephone enquiries. |
| Job Title: | Administrator (October 2011 – August 2014) |
| Employer: | Dun & Bradstreet (HK) Ltd |
| Job Duties: | <ul style="list-style-type: none">➤ Prepare a variety of search reports, e.g. Company search, bankruptcy search, vehicle search, negative check.➤ Check the information and download documents of the HK companies from the ICRIS;➤ Daily clerical work, e.g. data entry, filing, scanning; and➤ Provide training to new teammate and QC their work. |

Education Background

| | |
|----------------|--|
| Graduate Year: | 2011 |
| Institute: | Community College of City University |
| Qualification: | Associate Degree in Bilingual Communication Studies (Japanese & English) |
| Graduate Year: | 2009 |
| Qualification: | Hong Kong Advanced Level Examination |
| Grades: | Chinese Language and Culture (D); Use of English (E) |

Language

Cantonese (Excellent), Mandarin (Good), English (Good)

Computer & Other Skills

Proficient in Windows platform, Microsoft Office (Word, PowerPoint, Excel), Viewpoint, ERP system, SAP system, Aderant Expert, Chinese and English word processing (English 45wpm; Chinese: 45wpm).

Current Salary

HK\$14,200 x 14months

Expected Salary and Availability

HK\$16,000 (Negotiable) and one month notice