

CURRICULUM VITAE

Personal Details

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Marital Status: Single Date of Availability: Immediately

Educations

2006-2008 **City University of Hong Kong**
Master of Science in Professional Accounting and Corporate Governance
1987-1991 **University of Hawaii at Manoa, Honolulu, Hawaii**
Bachelor of Business Administration Degree in Finance
1985-1987 **Lai King Catholic Secondary School**
Graduated with passes in Hong Kong Advance Level Examination
Subjects: English, Chinese, Chinese History, Geography

Work Experience

<u>Period</u>	<u>Name of Employer</u>	<u>Job Title and Description</u>
11/12-05/17	Associated Consultants Limited 廣聯顧問有限公司 (Corp. Sec. Services Provider) (Salary: ~HK\$400,000/annum) (reason for leaving: looking for better working environment)	Senior Company Secretary <ul style="list-style-type: none">- provide a full spectrum of company secretarial services- handle dissolution of local and overseas companies and legalization of documents- handle enquiries on company law and secretarial issues from clients or internal staffs- assist Named Company Secretary on preparing Annual Report, Interim Report, Monthly Return, Next Day Disclosure Return, forms to be submitted to HKEx, meeting minutes and resolutions, coordinating directors, management team, professional parties, Share Registrar and printer and arranging Board Meetings, Committee Meetings and General Meetings- Manage a team of 5 persons
06/11-08/12	Thomas Lee & Partners Ltd. 瑞信國際有限公司 (International Tax, trust and business advisory) (reason for leaving: health reason)	Company Secretarial Officer <ul style="list-style-type: none">- provide a full spectrum of company secretarial services including setting up, maintenance and dissolution of local and overseas companies- assist to open bank accounts and provide full and comprehensive business support- liaise with relevant professional parties- report to Associate Director- supervise juniors and trainees- meeting with clients
01/11-04/11	Asia Business Services Limited 亞洲商務有限公司 (Corp. Sec. Services Provider) (reason for leaving: looking for better working environment)	Senior Company Secretary <ul style="list-style-type: none">- handle full spectrum of company secretarial services and statutory compliance duties- advise and update on corporate governance and compliance requirements- supervise juniors and assistants

09/08-03/10	Great View International Development Limited <i>宏威國際發展有限公司</i> (Projects Investment) (reason for leaving: personal reason)	Executive Secretary - provide a full spectrum of secretarial and support and company secretarial matters - assist in Chairman's daily business and social activities
04/05-09/08	Michael Cheuk, Wong & Kee (Law firm) (reason for leaving: looking for better achievement)	Company Secretarial Assistant - provide a full spectrum of company secretarial services including setting up, maintenance and dissolution of local and overseas companies - liaise with clients and relevant professional parties for cases follow up - maintain & update statutory books and records
05/02-04/05	Beauty Collection Int'l Ltd. (Beauty Salon) (reason for leaving: looking for professional development)	Assistant Shop Manager - supervise reception and beauticians - perform administration, personnel, accounting, marketing duties and sales closing
05/00-03/02	Wisers Information Limited <i>慧科訊業有限公司</i> (Information aggregator) (reason for leaving: layoff)	Personal Assistant to CEO - assist CEO & CFO in all fields, - perform secretarial task, assist in planning, prepare monthly report & presentation materials
11/98-10/99 (Contract Based)	Great Chintech Engineering Consultants Ltd. <i>華瀚工程顧問有限公司</i> (Lighting, Audio, Video, Electronic system project)	Personal Assistant to MD - do general secretarial and clerical work - manage office administration - follow up projects, co-ordinate all related parties - perform book-keeping and handle petty cash
06/96-10/98	Victory Motors Centre Limited <i>華多利汽車有限公司</i> (Left-hand drive vehicle trading)	Executive Secretary/ Admin. & HR Manager - assist Managing Director in all fields - perform personnel and administration duties - involve in the IPO preparation
03/93-4/96	Overseas Chinese Capital Consultants Ltd. <i>華僑資金顧問有限公司</i> (Project capitalizing Consultation)	Project Co-ordinator - do general secretarial and clerical work - make rough project planning schedule - prepare agenda, minutes, reports, presentation materials
01/92-12/92	Gerber System (USA) Inc. Honolulu, Hawaii (trading)	Secretary to Managing Director - perform general secretarial work - contact clients and suppliers

Professional Qualifications

2009-Current Associate member of The Hong Kong Institute of Chartered Secretaries (ACS, ACIS)

Languages

Cantonese: Native Speaker Putonghua: Fluent in Written and Good in Spoken
English: Fluent in Written and Spoken

Skills

Computer Typing CSA System, View Point, Lotus Note, MS Office application, Intranet, Internet
(English): 50 wpm (Chinese): 25 wpm
Character Mature, Able to work under pressure, Flexible, Well-organized, Pleasant, Hard working, Self-motivated, Independent

EXPECTED SALARY: HK\$36,000~40,000/month