

Curriculum Vitae

of YUN Tsz Kin, Hayden

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Working Experiences

Jun 2016 - Present

McCabe Secretarial Services Limited

Company Secretarial Associate (Full-time)

Responsible for a client portfolio with more than 120 companies registered mainly in Hong Kong and British Virgin Islands:-

- Providing professional compliance-related advices
- Drafting Resolutions/ Minutes for the Board and Members
- Handling various ad-hoc projects, including:-
 - Change of Company Name;
 - Change of Member;
 - (Transfer of Shares/ Allotment)
 - Change of Officers;
 - Establishment of Branch Office;
 - Change of Registered Office;
 - Opening of Bank Account(s); and
 - Incorporation / deregistration.
- Ensuring the fulfillment of local statutory requirements
- Maintaining and updating of the Registers

May 2015 - Jan 2016

Human Health (H.K.) Limited

Subsidiary of Human Health Holdings Limited (HKEx Stock Code: 1419)

Human Resources Clerk (Summer Intern)

Human Resources Clerk (Part-time)

Academic Background

Sep 2014 - Jun 2017

The Hong Kong Polytechnic University

BBA in Accountancy (Graduated with second class honors)

Sep 2012 - Jun 2014

The HKU SPACE Po Leung Kuk Community College

HD in Business (Accounting and Financial Planning)

Graduated with Merit (Graduation GPA 3.65)

Professional Qualification

Studentship in HKICS

Extra-Curricular Activities

Years 2014 - 2016

The Hong Kong Institute of Chartered Secretaries

Member of Student Ambassadors Programme

Oct 2014 - Nov 2014

Junior Achievement Hong Kong

Completion of JA Business Ethics Programme

Skills and Languages

Proficient in CSA Expert and Familiar with MS Office

Typing: 100 wpm in Chinese; 49 wpm in English

Fluent in Chinese, English, Mandarin speaking; Proficient in Chinese and English reading/ writing

Expected Salary: HK\$198,000 per annum

Availability: 1 month