

# CHU Hiu Laam, Daisy

Hing Hong House, Hing Tung Estate, Sai Wan Ho  
(852) 9135 0576, hiulaamdcc@gmail.com

## PROFESSIONAL QUALIFICATION

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<b>Associate member</b> of The Hong Kong Institute of Chartered Secretaries	Admitted in 06/2016
Graduate member of The Hong Kong Institute of Chartered Secretaries	Admitted in 08/2014

## ACADEMIC BACKGROUND

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City University of Hong Kong – Bachelor of Business Administration	Completed in 2011
<b>Double Major in Accountancy and Management Information System</b>	

## RELEVANT WORK EXPERIENCE AND EXPOSURE

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<b>KCS Hong Kong Limited (now acquired by TMF Group)</b>	08/2014 – Present
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### Senior Secretarial Executive

- Perform a wide range of secretarial works, such as application for S. 45 Stamp Duty Relief, Amalgamation, Capital Reduction, and amendment of Article of Association
- Handle company formation and full range of ongoing secretarial duties for around 200 Hong Kong and offshore companies under my client portfolio independently
- Provide advisory and attend to technical enquiries to clients on secretarial matters via telephone call and email
- Review works prepared by assistants

### Alphalink Corporate Secretarial Services Limited

02/2013 – 08/2014

#### Associate

- Handled company formation and full range of ongoing secretarial duties for around 200 Hong Kong and offshore companies under my client portfolio independently
- Reviewed statutory records of takeover clients in entirety and handled remedial actions as necessary
- Attended to the Employment and Dependant VISA applications
- Supported managers to provide solutions and handle clients' enquires

### Bee's International Group Limited (trading as "Bee's Diamonds")

06/2010 – 02/2013

#### Secretary to CEO

- Assisted in preparation of Annual General Meeting documents, maintenance of proper statutory records and attended to statutory filings
- Handled various human resources function, such as recruitment, MPF matters
- Performed administrative duties, such as conduction of correspondence and minutes

## SKILLS & ABILITIES

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- Excellent spoken and written Cantonese
- Good spoken and written English
- Good spoken Mandarin
- Elementary Japanese
- Proficient handling in Viewpoint, Microsoft Words, Excels, Power Point, Chinese processing

## AVAILABILITY

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One month's notice in advance

## CURRENT SALARY

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\$21,005/month

## EXPECTED SALARY

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\$28,000/month