

**Chan Tsz Yu, Candy (陳芷瑜)**  
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## OBJECTIVE

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To develop a sound career path in company secretarial field and accumulate valuable experience in listed company

## EDUCATION

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<b>HKU SPACE</b>	Hong Kong
Cert for Module (The HKICS Examinations Preparatory Programme - Hong Kong Corporate Law)	Feb 2017 – May 2017
Cert for Module (The HKICS Examinations Preparatory Programme - Corporate Governance)	Jun 2016 – Aug 2016
Cert for Module (The HKICS Examinations Preparatory Programme - Hong Kong Financial Accounting)	Jun 2015 – Aug 2015
Cert for Module (The HKICS Examinations Preparatory Programme - Corporate Financial Management)	Jun 2015 – Aug 2015

<b>THE CHINESE UNIVERSITY OF HONG KONG</b>	Hong Kong
<b>Bachelor of Economics</b>	Sept 2010 – Jul 2013
Concentration: Business Economics and Financial Economics	
GPA in Fall Semester 2012: 3.425/4.00	
CGPA : 3.1/4.00	

<b>S.K.H. LAM WOO MEMORIAL SECONDARY SCHOOL (F.6 –F.7)</b>	Hong Kong
HKALE Results (Year Attempt: 2010)	Sept 2008 – May 2010
AS Chinese Culture	C
AS Use of English	D
AL Principles of Accounts	C
AL Economics	C
AL Business Studies	C

<b>S.K.H. LAM WOO MEMORIAL SECONDARY SCHOOL (F.1 –F.5)</b>	Hong Kong
HKCEE Results (Year Attempt: 2008)	Sept 2003 – May 2008
Chinese	5
English	4
Mathematics	C
History	C
Chinese History	B
Geography	C
Principles of Accounts	C
Economics	B

## PROFESSIONAL QUALIFICATIONS

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### **HKICS EXAMINATIONS – Student Membership**

Hong Kong Financial Accounting	(Waived) Dec 2015 Diet
Corporate Financial Management	(Passed) Dec 2015 Diet
Hong Kong Taxation	(Passed) Jun 2016 Diet
Strategic Operations Management	(Passed) Jun 2016 Diet
Corporate Secretaryship	(Passed) Dec 2016 Diet
Corporate Law	(Waiting for result) Sit in Jun 2017 Diet
Corporate Administration	(Waiting for result) Sit in Jun 2017 Diet
Corporate Governance	Sit in Dec 2017 Diet

## RESPONSIBILITIES AND CONTRIBUTIONS IN UNIVERSITY

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四川巴蜀文化研習團	June 2012
<b>The Community Service Scheme, Shaw College, CUHK</b>	Nov 2011 –May 2012
General Secretary	
<b>The Economic Society, Shaw College, CUHK</b>	Jan 2011 –Jan 2012
Promotion Executive	

## WORK EXPERIENCE

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<b>Equiom Corporate Services (Hong Kong) Limited</b>	Jun 2015 – now
Corporate Services Officer	
Duties:	To provide full spectrum of company secretarial services for over 300 client companies incorporated in Hong Kong, BVI, Cayman Island, Seychelles, Samoa and Saint Lucia
<b>Teamdeco Design Limited</b>	Mar 2014 – Jun 2015
Administrative Assistant	
Duties:	Be responsible for documentary works like preparing contracts, tender papers and specifications for design projects
<b>First Credit Finance Group Limited</b>	Jun 2013 – Feb 2014
Assistant to Director	
Duties:	To perform secretarial and administrative duties such as drafting company documents, issuing routine cheques and undertaking human resources work
<b>Estates Management Office of CUHK</b>	Oct 2010 – Jun 2013
Administrative and Accounting Clerk, part time	
Duties:	To record data using SAP system, help issuing debit notes and assist with daily operations

## AWARDS/ SCHOLARSHIPS

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Excellent Undergraduate Paper Award	2013
Mrs. Wong Chan Yip Ching Scholarship (service)	2009
Transcendence Award in F. 6F Principles of Accounts (AL)	2009
Winner of LAMWOOER attributes: Modesty Award	2006
The Students' Union Service Award Scheme:	2005
Certificate of Merit	
English Award Scheme: Certificate of Individual Performance (Grade A)	2004
家長教師會品德飛躍獎	2004

## SKILLS

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### LANGUAGE

Verbal: CANTONESE: Native   ENGLISH: Good   MANDARIN: Good  
Written: CHINESE: Advanced   ENGLISH: Advanced

IELTS: Overall score : 7.0

### IT

Typing in English (35wpm) and Chinese (30wpm)  
Using common office applications (MS Word, MS Excel, MS PowerPoint, MS Access)  
Using CSA Professional System / CSA Expert System, Acumen, Navision

### FIRST-AID

Participation of Mass Cardio-pulmonary Resuscitation Training

***Current Salary: HKD19,760***

***Expected Salary : HKD23,000***

***Availability: One Month Notice***

***References available upon request***