

Wong Pui Man Percy (黃佩雯)

Date of Birth: 27 August 1991

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PERSONAL STRENGTHS

- Effective communication skills and good interpersonal skills
- Optimistic and willing to adapt with new challenges
- Strong commitment to complete assigned tasks
- Diplomatic in resolving conflicts
- Diligent, self-motivated and willing to work under pressure

EDUCATION

2009 – 2013	School of Continuing and Professional Studies, The Chinese University of Hong Kong High Diploma in Business and Human Resource Management
2008 – 2009	Hong Kong Institute of Vocational Education Foundation Diploma in Computer Stream Hong Kong Certificate Education of Examination (2009)
2003 – 2008	Concordia Lutheran School Graduate (F.5) Hong Kong Certificate Education of Examination (2008)

WORKING EXPERIENCE

06/2013 – 08/2017	<i>Apex Corporate Services Limited, Company Secretarial Assistant</i> Job Duties: <ul style="list-style-type: none">● Documentations for company, for example, Annual Return, Annual General Meeting, Change in Particulars of Directors, Secretary and address of Registered Office● Handle banking matters, for example, cheque issue and telegraphic transfer● Handle petty cash and Book-keeping● Provide clerical and administrative support to the department● Assist in maintaining proper statutory books and records● Dealing with corporate customer issues
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| 11/2012 – 03/2013 | <i>I.T Apparels Limited – b+ab, Part Time Sales</i>
Job Duties: <ul style="list-style-type: none"> ● Handle store operation, for example, maintain tidiness of display and stock counting ● Answer customers enquiries |
| 06/2012 – 09/2012 | <i>Hong Kong Disneyland, Seasonal Part Time Host</i>
Job Duties: <ul style="list-style-type: none"> ● Assist to maintain the park operation effective and efficient manner ● Answer customers enquiries |
| 09/2011 – 10/2011 | <i>Hong Kong Ocean Park, Roving Escort</i>
Job Duties: <ul style="list-style-type: none"> ● Assist the Roving Performers while they are on show ● Crowd control ● Assist to maintain the activities in effective and efficient manner ● Answer customers enquiries |
| 01/2010 – 05/2010 | <i>The Dairy Farm Company Ltd. – Mannings, Shop Assistant</i>
Job Duties: <ul style="list-style-type: none"> ● Handle store operation, for example, transaction & change and promote special products ● Answer customers enquiries |

LANGUAGE SKILLS

Good command in spoken and written Cantonese, English and Mandarin

COMPUTER SKILLS

Proficient PC knowledge in Microsoft Word, Excel and PowerPoint

Knowledge in CSA software

EXPECTED SALARY

HK\$13,000 (Negotiable)

AVAILABILITY

Immediately