



Ruby Shiu
C107 Lung Tak Court,
52 Cape Road, Hong Kong.
shiu180708@gmail.com
852-9210-0350 (HK)

EXPERIENCE :

CURRENT EMPLOYMENT

Paulson & Co Inc. (Hedge Fund / John Paulson 保尔森对冲基金 / 约翰保尔森)

Hong Kong

Paulson & Co Inc. (Asia Office): Investor Relations HK Assistant / HK Office Manager

June 2012 to Present

- General office administration & managing the day to day running of Asia Office;
- Liaising with Paulson Accounts Dept in UK office on accounts payable & receivables;
- Liaising & negotiating with service providers such as Medical Insurance Companies, IT related issues, phone lines; Broadband services, mobile services, Bloomberg services etc;
- Coordinating with external vendors & sourcing alternative comparable vendors;
- Liaising with external Compliance service providers on compliance issues & Annual Audits;
- Liaising with IFC Property Management & Building Management contractors;
- Handled the renovation of Asia Office and follow up with contractors;
- Arranging regular monthly business trips for Asia Investor Relations Team to Asia countries;
- Arranging Annual SALT Road Shows which include UK / USA Teams (meetings, hotels, travel etc);
- Occasionally required to travel with the Teams to overseas events;
- Monitor Asia Team expenses;
- Liaise with Fund Administrators, Co. Secretary and Auditors;
- Liaise with Investors on Fund Related issues, IFS Portal issues;
- Updated INTRALINKS and SATUIT database systems;
- Arranging Investors Dinner Events.

EMPLOYMENT HISTORY :

Bank of Communications, BOCOM International 交银国际 (3328.HK)

Hong Kong

October 2010 – 2012 Executive Assistant, Private Equity

- Liaise with Fund Administrators for Capital Call;
- Weekly PE team meeting minutes (simplified Chinese for Chairman Office); Co-Investor meeting minutes;
- Arrange Investment Committee meetings in Macau/HK; arrange LP events;
- Liaise with Fund Administrators, Co. Secretary and Auditors;
- Organizing Travel arrangements including flight, car transfer and hotel bookings; expenses claims.

Standard Chartered Bank 渣打银行 (2888.HK)

Hong Kong

2008 – 2010 Executive Assistant, Private Equity

- Assist the Managing Director of PE Dept (China & Korea);
- Arrange and attend Bi-weekly team meeting in Beijing;
- Organizing Team travel, Roadshow arrangements (flights, car transfer and hotel bookings; expenses claims).

Carico Holdings Limited (HK Stock-729.HK) (Name changed to FDG EVEHICLES)

Hong Kong

2007 – 2008 Executive Assistant to Managing Director / Office Manager

- Payroll & MPF administration for Carico HK and its subsidiary company (China, Japan).

EDUCATION :

1989. Japanese College for Foreign Study – Tourism, Translation
2007 HKMA – Diploma in Human Resources Management
2016 HKSI – Paper 1, 7, 8

Tokyo, Japan
Hong Kong
Hong Kong

LANGUAGES : English, Mandarin, Cantonese, Japanese, Fukienese (Taiwan)

SKILLS : Windows Office Applications, Chinese Typing (simplified & traditional), Japanese typing

AVAILABILITY: Immediate

REFERENCES : Mr. James Wong - Paulson & Co Inc. USA, Managing Director, Head of Investor Relations
Mr. Chen Fan - Standard Chartered Bank Private Equity, Managing Director & Global Head of Greater China