

Resume of Stephanie Chan YM

Personal Particulars

Name : Chan Yee Man, Stephanie (陳綺曼)

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Working Experience

Secretary, ATR Manufacturing Ltd.

ATR Manufacturing Ltd.– Directors

(Oct 2016 – Aug 2017)

Reporting Line: **Directors**

Role and Responsibilities:

- Responsible to provide secretarial and administrative duties to directors
- Handle correspondence telephone calls & emails
- Preparing agenda, minutes, attendance sheet for the meetings
- Arranging conference for the meetings including contact all attendees
- Provide office administration duties and filing system management
- Arranging meeting schedules and documents signatory for directors
- Communicate with PRC Staffs
- Monthly reimbursement claims for directors (e.g. F&B, flight tickets, hotel accommodation)
- Preparing requisition forms and cheques handling for the directors
- Managing flight tickets, hotel accommodation booking for the overseas staffs/clients
- Handling ad-hoc & miscellaneous items for directors

Personal Assistant, Global Star Carnival (HK) Limited

Global Star Carnival (HK) Limited – Personal Assistant of C.O.O.

(Sept 2015 – Jul 2016)

Reporting Line: **C.O.O.**

Role and Responsibilities:

- The role and main contact person for C.O.O.
- Preparing agenda, minutes, attendance sheet for the meetings
- Arranging conference for the meetings including contact all attendees
- Arranging meeting schedules for the C.O.O.
- Arranging documents signatory for C.O.O.
- Preparing reports, presentation materials for C.O.O.
- Filing and handling of the related documents for the Company/C.O.O.
- Monthly reimbursement claims for the C.O.O. (e.g. F&B, flight tickets, hotel accommodation)
- Preparing requisition forms and cheques handling for the C.O.O.
- Managing flight tickets, hotel accommodation booking for the overseas staffs
- Handling ad-hoc & miscellaneous items for C.O.O., etc.

Secretary, China Assurance Finance Group Limited – (Listed in HK)

China Assurance Finance Group Limited – Secretary of the Company & Directors
(Jul 2011 – Jul 2015)

Reporting Line: **Listed Company of CAF & it's subsidiaries in HK/PRC**

Role and Responsibilities:

- The role and main contact person for the Company and its subsidiaries in HK/PRC
- Preparing agenda, board minutes, attendance sheet for the meetings
- Arranging conference/tel-conference for the board meetings including contact all directors
- Arranging documents signatory for Directors
- Preparing reports, presentation materials for Directors
- Preparing announcement, act the role and contact person with all legal/professional parties
- Arranging the submission of documents on the website of HKEx/The Company
- Communicate with the 3 Independent Non-Executive Directors of the Company regularly
- Filing of the submission of documents from/to HKEx (both in box file and PC)
- Filing and handling of the engagement letter for the Company
- Communicate with Hebei/Xiamen Staffs
- Handling for the documents provided by Hebei/Xiamen (e.g. minutes, resolutions and amendment of contracts etc.)

Reporting Line: **Directors**

Role and Responsibilities:

- The role and main contact person for the directors
- Arranging meeting schedules and documents signatory for the directors (e.g. minutes, resolutions, attendance sheets, etc.)
- Monthly reimbursement claims for the directors (e.g. F&B, flight tickets, hotel accommodation)
- Preparing requisition forms and cheques handling for the directors
- Managing flight tickets, hotel accommodation booking for the directors
- Personal payment cheques handling for Directors
- Consolidating and filing of personal bank-in slip
- Handling ad-hoc & miscellaneous items for Directors, etc.

Category Assistant, Dairy Farm Ltd Company (Wellcome) – Merchandising Dept.

Dairy Farm Ltd Co. – Wellcome Fresh Food Centre
(Jan 2009 – July 2011)

Reporting Line: **Managers**

Role and Responsibilities:

- Perform operational daily routines of admin jobs
- Prepare clerical supports regarding reports, presentations, etc.
- Provide customer services and answer phone calls
- Stock ordering, communicate with store manager

Clerk, United Overseas Bank (Commercial Card Dept., Credit Card Center)

United Overseas Bank Limited

(May 2007 – June 2008)

Reporting Line: **Vice President, Commercial Card, Credit Card Center**

Role and Responsibilities:

- Perform operational daily routines of Corporate Cards, including card activation, replacement, cancellation, other credit cards related administrations and requests
- Prepare statistics and reports for management and compliance reviews
- Provide clerical support and logistical backup to Vice President on acquisitions of Corporate Cards and Purchasing Cards, including soliciting memos, coordination, billings and data processing.
- Provide customer services supports by answering inbound enquiry calls, e.g. transaction, statement reprint, sales draft, account balance; as well as by handling outbound follow up calls for documentation and facilitate customer relations

Secretary, American International Assurance Company (Bermuda) Limited

American International Assurance Company (Bermuda) Limited

(Jul 2005 – May 2007)

Reporting Line: **District Director**

Role and Responsibilities:

- Provide personal assistance to District Director
- Provide clerical supports regarding policy claims, application processing
- Provide customer services and answer phone calls & handling personal stuffs, etc.

Education

Sacred Heart Canossian College of Commerce (2004 – 2005)

Qualification Attended: Business and Administration Diploma

Shun Lee Catholic Secondary School (F.1 – F.5) (1999 – 2004)

Level Attended: Hong Kong Certificate of Education Examination (Full HKCEE Certificate)

Other Qualifications

- Hong Kong Institute of Chartered Secretaries Examinations Preparatory Programme (Corporate Governance – completed in May 2012)
- Wall's Street Institute Hong Kong English School – General English, Advanced Level (completed in Aug 2009)
- LCCI Level 2 – Certificate in Business Administration (Pass with Distinction)
- LCCI Level 2 – Certificate in Text Production (Pass with Distinction)
- Sacred Heart Canossian College of Commerce (Leadership Award – Welfare Secretary)
- Spare-Time Study Centre (Commercial English Conversation)

- Spare-Time Study Centre	(Chang Jei Chinese Input Workshop)
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Languages and Skills

Languages

- Cantonese (both written and oral): Excellent
- Mandarin (both written and oral): Excellent
- English (both written and oral): Good

Computer Literacy

MS Word, MS Excel, Powerpoint, Chinese Word Processing

Soft Skills and Personality

- Good communication skill
- Excellent interpersonal skill
- Hardworking, dedicated and committed
- Willing to learn and ready to accept new challenges
- Passionate and energetic
- Willing to travel occasionally

Expected Salary and Availability

Expected Salary: 23K or Negotiable

Availability: Immediately