

Personal Information	
Name :	Au Wing Sze (歐穎詩)
Sex:	Female
Date of Birth:	28 / 09/ 1987
Nationality:	Chinese
Contact :	6096 6512
E-mail Address :	<a href="mailto:awsagnes@yahoo.com.hk">awsagnes@yahoo.com.hk</a>

Education (in chronological order )				
Course/Seminar/Award	Name of Schools, Colleges, Universities Attended	Faculty/Major Area of Study	Date (MM/YYYY)	
			From	To
Master of Corporate Governance	The Open University of Hong Kong	Corporate Governance	April 2013	June 2015
Bachelor of Business Administration in Corporate Administration	The Open University of Hong Kong	Corporate Administration	Sept 2010	June 2011
Higher Diploma in Corporate Administration	Hong Kong Institute of Vocational Education( Tsing Yi)	Corporate Administration	Sept 2008	June 2010
F.7 graduated	The Church of Christ in China Kei Long College	Commercial	Sept 1999	Aug 2007
Extra Certification (in chronological order )				
Course/Seminar/Award	Name of Awarded institution / Organization	Faculty/Major Area of Award	Date (MM/YYYY)	
Associateship of HKICS	The Hong Kong Institute of Chartered Secretaries	Corporate governance	March 2017	
Graduateship of HKICS	The Hong Kong Institute of Chartered Secretaries	Corporate governance	April 2016	
Studentship of HKICS	The Hong Kong Institute of Chartered Secretaries	Corporate governance	Feb 2012	
LCCI Level 3 Certificate in Accounting	London Chamber of Commerce and Industry From EDI	Accounting	18 Sep 2010	
Certificate of completion of CSA Professional Plus	P&L associate	Company Secretarial Software	15 Dec 2009	
LCCI Level 1 Certificate in Book-Keeping	London Chamber of Commerce and Industry From EDI	Book Keeping	30 Aug 2008	
LCCI Level 2 Certificate in Book-Keeping	Hong Kong St. Perth College	Book Keeping	30 Aug 2008	

## Employment Details

Employment Period and Position	Job description
December 2014 – Present (Company Secretary Assistant)	Pearl Oriental Oil Limited (Stock code: 632) (Report to Chairman, Executive Director, Financial Manager and Company Secretary)
	<p>Handle full spectrum of company secretarial duties for the listed company and its subsidiaries of the listed company in Hong Kong and offshore Companies, included but not limited to:-</p> <ul style="list-style-type: none"><li>- filing monthly return</li><li>- preparing Annual General Meeting (Circular, Announcement, Resolutions, statutory filing)</li><li>- E-submission on HKEx website and company's website</li><li>- preparing interim report and Corporate governance report</li><li>- drafting announcement</li><li>- Company restructuring and statutory filing</li><li>- Liaising with external parties (e.g. Printer, registered agent and share registrar, auditors )</li><li>- Organizing board and committee meeting, preparing meeting material</li><li>- drafting Minutes</li><li>- incorporation, Company Restructuring, apply certificate, maintain and update registers and Deregistration</li><li>- managing statutory filing with a timely manner</li><li>- reviewing legal documents</li><li>- dealing with banking matters (Change of Bank signatures / Due Diligence)</li></ul>
April 2014 – November 2014 (Company Secretary Assistant)	Uni-1 Corporate Services Limited (Report to Company Secretary Director)
	<p>Handle full spectrum of company secretarial duties for the listed company and its subsidiaries of the listed company in Hong Kong and offshore Companies, included but not limited to:-</p> <ul style="list-style-type: none"><li>- filing monthly return</li><li>- preparing Annual General Meeting ( Booking Venue, Circular, Announcement, Resolutions, statutory filing)</li><li>- drafting announcement</li><li>- E-submission on HKEx website and company's website</li><li>- Preparing interim report and Corporate governance report</li><li>- Company restructuring and statutory filing</li></ul> <p>Hong Kong Private Companies and Offshore Companies including :- incorporation, Company Restructuring, apply certificate, statutory filing and annual payment, opening bank account, maintain and update registers and Deregistration</p>

Aug 2011 – Jan 2014	K.W.LAU CPA LIMITED (Report to Company Secretary)
Company Secretary Assistant	<ul style="list-style-type: none"> <li>- Handling Hong Kong Private Companies and B.V.I. Companies including incorporation, Company Restructuring, apply certificate, statutory filing and annual payment, opening bank account, maintain and update registers and Deregistration</li> <li>- Assisting auditor to deal with taxation matters and simple accounting for preparing audited financial report</li> </ul>

Aug 2008 - Mar 2011 (Mon – Sat, part-time basis)	Hong Kong Human Resources Limited
Administrative Assistant	<ul style="list-style-type: none"> <li>- Monitoring daily operation work including:- <ul style="list-style-type: none"> <li>- arranging classes and tutors, working schedule, accounting</li> </ul> </li> </ul>
June 2009 – Sept 2009 (Internship Programme)	The Hong Kong Institute of Chartered Secretaries (HKICS) – Membership Department
Office Assistant	<ul style="list-style-type: none"> <li>- Assisting senior officers including filing, database updating, card issuing, and creating personal information database</li> </ul>

Special Skills	
Language	English ,Chinese , Mandarin
Computer	MS word ,Excel , PowerPoint, CSA Professional Plus