

# Cherry Hui Wing Lam

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## EDUCATION

Sep 2011 - May 2015	<b>Hong Kong Shue Yan University</b>	
	Bachelor of Business Administration (Honors), majored in Corporate Governance	
	<u>Curriculum Highlights:</u>	Contemporary Issues in Corporate Governance, Corporate Secretaryship, Hong Kong Taxation, Company Law, Financial Management, Advanced Business Report Writing & Communication
Sep 2009 - Jul 2011	<b>S.K.H. St. Benedict's School</b>	HKAL
Sep 2004 – Jul 2009	<b>Tak Oi Secondary School</b>	HKCEE

## WORKING EXPERIENCE

Jul 2015 - Present	<b>TMF Hong Kong Limited</b>	Secretarial Executive – Corporate Secretarial Services
	<u>Responsibilities</u>	
	<ul style="list-style-type: none"><li>• Assist manager to handle full range of corporate secretarial matters for clients in different jurisdiction, including Hong Kong and offshore companies</li><li>• Maintain proper statutory records and registers for clients</li><li>• Assist clients to fulfill internal compliance requirements, and also those of banks and offshore registrar</li><li>• Communicate with client and attend to their queries</li><li>• Communicate with third parties, including offshore agents, banks, and various government and regulatory bodies, on behalf of clients</li><li>• Liaise with auditors to arrange statutory review and attend to their requests in providing relevant corporate documents for preparing company accounts</li><li>• Handle internal invoicing and communicate with client on invoice settlement matters; arrange settlement of third parties' invoices on behalf of clients</li></ul>	

<b>LANGUAGES</b>	English, Cantonese and Putonghua
<b>COMPUTER SKILLS</b>	Application of Microsoft Office Application of ViewPoint System

<b>AVAILABLE DATE</b>	One month notice
<b>EXPECTED SALARY</b>	HK\$17,500 and negotiable
<b>REFERENCES</b>	Available on request