

RESUME

Personal

Name LAM Wai Ying (林瑋瑩)
Birth March 1992
Marital Status Single
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Education

School Attended Master of Corporate Governance Programme (Part-time Face-to-Face Mode) – The Open University of Hong Kong (2015 – Present)
Bachelor of Commerce (Hons) in Accounting and Banking *with Third Class Honours* – Chu Hai College of Higher Education (2012 – 2015)
Higher Diploma Programme in Business and Corporate Administration (3 Year) – School of Continuing & Professional Studies The Chinese University of Hong Kong (2009 – 2012)
Secondary Form 1 to Form 5 – Heung To Middle School (2004 - 2009)

Certificates Obtained **Hong Kong Certificate of Education (2009)**
English Language 2 Chinese Language 2
Mathematics D History E
Economics E
International English Language Testing System (Aug 2014)
Listening (5.5), Reading (5.5), Writing (5.5), Speaking (6.0), Overall Band Score (5.5)
HKBU School of Continuing Education (Summer 2014)
Auditing Professional Ethics (Pass with Satisfactory)

Professional Qualification

Student of the Hong Kong Institute of Chartered Secretaries (Nov 2015 – Present)

Job Reference

Jun 2016 – Jun 2017 Company Secretary Assistant – CityLinkers Corporate Solutions Limited.
● Carry out all aspect of company secretarial duties including but not limited to preparing and maintaining proper statutory records for private companies in Hong Kong, British Virgin Islands (BVI) and other overseas companies.
● Liaise, negotiate and coordinate with business parties involved
● Assist in other ad hoc assignments
Jul 2015 – May 2016 Corporate Secretarial Clerk – Conpak Management Consultants Limited.
● Perform office administrative work and assist in the daily operation for Corporate Secretarial Department.
● Carry out all aspect of company secretarial duties including but not limited to preparing and maintaining proper statutory records for private companies in Hong Kong, British Virgin Islands (BVI)

and other overseas companies.

- Liaise, negotiate and coordinate with business parties involved
- Assist in other ad hoc assignments

Additional Skills

Technical Skills: Proficient in Microsoft office (Word, Excel, Access Outlook Express and PowerPoint), Prezi, PhotoScape

Language skills: Chinese (fluent), English (fair) and Putonghua (fair)