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JOB OBJECTIVE

I am seeking for a position in corporate / financial services that will allow me be a value added to the company, with my practical knowledge, strong interpersonal skills and whole-hearted dedication.

EDUCATION

2015-Now	Student member of Hong Kong Institute of Chartered Secretaries
2012-2015	Hong Kong Baptist University <ul style="list-style-type: none">Bachelor of Business Administration (Honors) in Finance Concentration cGPA : 3.05
2006-2012	Tin Shui Wai Methodist College

WORKING EXPERIENCE

PERIOD	COMPANY NAME	POSITION HELD	RESPONSIBILITIES
3/2016- 2/2017	Korchina TNC Limited	Assistant Company Secretary	<ul style="list-style-type: none">Handle full spectrum of Company Secretary jobs, expertise in Incorporation, Bank Account Opening, Renewal, Minutes and Resolution Preparation, Change of Company Structure, Deregistration of a Hong Kong Company.Assist banks for KYC processes of individual clients
7/2015 – 1/2016	Preamble Properties Finance Limited	Administrative Secretary	<ul style="list-style-type: none">Assist the company secretarial works, including drafting and preparing meeting agenda, minutes, filing and other relevant duties.Assist in company's IPO projectResponsible for company registration and open bank accountImplement ad hoc duties assigned by CFO
6/2014 – 9/2014	HLM CPA LIMITED	Summer Audit Internship	<ul style="list-style-type: none">Perform audit proceduresSpecialize in the areas of cash, receivables, inventory, fixed assets, payrolls and expense analyses.

QUALIFICATION

Feb 2015	HKSI Licensing Examination for Securities and Futures Intermediaries (Paper 1)
Nov 2016	The Hong Kong Institute of Chartered Secretaries Studentship

SCHOLARSHIP

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| 2013 | • School of Business Exchange Scholarship for Outstanding Business Students / Exchange Award |
| 2013 | • HKBU Exchange Sponsorship |

LANGUAGES and COMPUTER SKILLS

Languages: Cantonese (Native), English (Proficiency) and Mandarin (Native)

Writing Skills: English (Proficiency) and Chinese (Excellent)

Computer Skills: Advanced in CSA, Microsoft Word, PowerPoint, and Excel

AVAILABILITY

- Immediately

EXPECTED SALARY

- HKD 20,000 per month