

## **LI Ching Yi, Clare (李菁怡)**

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**Home Address:** Flat E, 26/F, Fu Dat Court, Fortress Garden, 32 Fortress Hill Road, North Point, Hong Kong

**Languages:** Cantonese: Native; English: Fluent; Putonghua: Proficient

**Availability:** after 17 July 2017 (one month notice)

**Current Salary:** HKD29,200; **Expected Salary:** HKD36,500 (Negotiable)

### **Work Experience (Full Time)**

<b>Jun 2011-Present</b>	<b>Supervisor, Corporate Services Department, Tricor Services Limited, Hong Kong</b> <ul style="list-style-type: none"><li>▪ Handling listed companies work including preparation of annual reports, interim reports, results announcements, annual general meetings circulars and notices</li><li>▪ Preparing meeting papers for board meetings, committee meetings, general meetings for listed companies</li><li>▪ Handling full spectrum of company secretarial work for private and offshore companies</li><li>▪ Handling 3 listed companies and more than 350 private and offshore companies over the years</li><li>▪ Supervising more than 15 team members over the years</li></ul>
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### **Education and Qualifications**

<b>Mar 2016</b>	<b>Chartered Secretary (特許秘書) - [Associate of the Hong Kong Institute of Chartered Secretaries (HKICS) (香港特許秘書公會) &amp; Associate of the Institute of Chartered Secretaries and Administrators (ICSA) (英國特許秘書及行政人員公會)] (Obtained)</b>
<b>2013-2015</b>	<b>M.Sc in Professional Accounting and Corporate Governance (Corporate Governance Stream) - City University of Hong Kong (Obtained)</b> <b>Modules:</b> Corporate Governance; Economics for Business; Financial Management; Law Relating to Business and Companies; and Advanced Taxation, Business Ethics for Professional Accountants and Company Secretaries; Companies and Securities Regulations and Practice; Corporate Accounting I; Corporate Accounting II; Corporate, Employment and Business Law; Human Resources Management; Strategic Management and Business Policy.
<b>2008-2011</b>	<b>B.Sc in Social Sciences (Major in Economics) (First-Class Honour) - Lingnan University (Obtained)</b> <b>Modules:</b> Introduction to Economics; Intermediate Microeconomics; Intermediate Macroeconomics; The Hong Kong Economy; Economics of the Family; Chinese Economy; Economics of Culture and Creativity; Introduction to Quantitative Methods in Social Sciences; Labour Market and Education Policy; Hong Kong Society; Economics of Taxation and Transfer; Money and Banking; Environmental Economics; China, HK & the World Economy; Economics of Law and Public Order
<b>2010</b>	<b>International English Language Testing System (IELTS) – Grade: 7/9</b>
<b>2010</b>	<b>Putonghua Proficiency Test – Grade: Level 2-B</b>

### **Work Experience (Internship)**

<b>May-Aug 2010</b>	<b>Internship in Corporate Affairs Division, Mass Transit Railway Corporation</b> <ul style="list-style-type: none"><li>▪ Rotation among Customer Services Team, Media Team and Project Team</li><li>▪ Assisting in external communication and daily administrative work</li></ul>
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### **Others**

**Computer:** MS Word, Excel, PowerPoint, ViewPoint  
English (80wpm) and Pinyin Input Method (40wpm)