

WEIEN LIANG(BEATRICE)

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EDUCATION

- **Bachelor of Finance- Australian National University (ANU)** (Feb2012- Jul2015)
- GCE A-level diploma– Queen Ethelburga's College(Sep2009-Jul2011)
- GCSE – GuangDong Country Garden School (Sep 2007-Jun2009)
- Junior high diploma- GuangDong Country Garden School (Sep1998-Jul2007)

SKILLS

- Proficient in Cantonese, Mandarin and English
- Quick Learner, able to work independently, capable to handle multi-tasks, well organized.
- Strong communication skills, Problem Solving Skills
- Proficient in Microsoft Word, PowerPoint & Excel

EXPERIENCE

Fosun International Limited

Administrative Assistant

(May 2016-Now)

- Report to Deputy Chief Representative of HongKong, Managing Director of Key Project Investment and Executive Director of fund raising. To provide secretarial support and financial analysis.
- Assist daily office administration operation
- Assist Deputy Chief Representative of Hong Kong in all ad-hoc assignments, including corporate, business and investment related activities, tasks and projects which include liason,coordination,scheduling, monitoring, research and analysis projects.
- Assist the Executive director of Fund raising through conducting research of the targeted company, forecast related statistical data and future performance.
- Organize and manage Executive director's calendar and appointments. Arrange and coordinate internal and external business meetings and social events.
- Assist the Managing director of Key Project Investment Team in setting up company valuation, including industry analysis,

COLLEGIATE AND COMMUNITY EXPERIENCE

- ANU IDiscount Student Community (2013-2014)- Head of Event Organizing Department
- Duke of Edinburgh International Leadership silver Award (DofE) (2010-2011)
- ISO9001 Quality Management Systems Certification (ISOQAR)(2009-2010)
- Queen Ethelburga's College (2009- 2011)– General Student Prefect
- Queen Ethelburga's College (2009- 2011) –Chancellor of House
- GuangDong Country Garden School (2007– 2009)- Promotion Committee

ACTIVITIES AND INTERESTS

- Member of French fellowship – Social interaction with French-speaking members to share common interest, culture and language of French. (2012-2013)
- Horse riding