

# Resume

## Personal information

Name:	Yu Hong Chai (Crystal) 余康釵
Gender:	Female
Year of Birth:	1989
Nationality	Chinese
Address:	No 2, Lychee Lane, Fairview Park, Yuen Long, Hong Kong
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## Qualification

The Hong Kong Institute of Chartered Secretaries: Associate Member

## Education

2014 - 2016	The City University of Hong Kong Master of Science in Professional Accounting and Corporate Governance (Corporate Governance stream)	
2008 - 2011	The Chinese University of Hong Kong Bachelor of Science with Honours in Environmental Science Minor: Geography and Resource Management	
2001 - 2008	Yuen Long Public Secondary School	
HKALE	English - C Chinese - D Biology - C Physics - D Chemistry - E	
HKCEE	English - B Chinese - B Mathematics - B Additional Mathematics - C Economics - B	Biology - A Physics - B Chemistry - B

## Employment Record

Jan 2014 - Present	Lau Kwong & Hung Company Secretarial Secretary <ul style="list-style-type: none"><li>Companies formation and dissolution in Hong Kong and overseas jurisdictions</li><li>Maintain and handle full set of company statutory records</li><li>Handle a wide range of company secretarial duties including arranging meetings, preparing corporate documents and drafting minutes and resolution</li><li>Arranging Translation and notarization of documents</li><li>Assisting lawyers in handling companies disputes, companies restructuring, performing due diligence tests and preparing contracts and agreements</li><li>Trademark registration</li></ul>
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Sep 2011 - Nov 2013.	Early Light Industrial Co. Ltd. Assistant to Purchasing Director <ul style="list-style-type: none"> <li>. General Secretarial work</li> <li>. Purchasing duties</li> </ul>
Jul 2010 - Aug 2011.	Allegro (HK) Limited Part- time Promoter <ul style="list-style-type: none"> <li>. Event Assistant</li> <li>. Customer service</li> </ul>
Jun 2008 - Aug 2008. (Summer)	NWS Transport Services Limited Temporary clerk <ul style="list-style-type: none"> <li>. Data entry</li> <li>. General Administrative work</li> </ul>
<b>Special Skills</b>	
Languages:	Proficient in English, Cantoese and Putonghua
Computers:	Proficient in microsoft word, Excel and powerpoint
<b>Date of Availability</b>	
One month notice	
<b>Expected Salary</b>	
HK\$25,000	

