

RESUME

Name:	NG Tung Ching, Raphael	Gender:	Male
Date of Birth:	3 September 1988	Contact Number:	59137928
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Independent, self-motivated, conscientious and well-organized, professional with seven years' experience in a top-tier law firm and another leading professional firm. A flexible and dependable employee who brings in-depth knowledge in listed company matters and superb analytical skills to your company.

Working Experience

5/2014 - Present	Tricor Services Limited – Corporate Services Department Position: Supervisor Current Salary: HK\$28,300 per month, with year-end bonus, medical insurance and reimbursement of HKICS Membership fee
8/2010- 5/2014	Fair Wind Secretarial Services Ltd. (<i>subsidiary of Woo Kwan Lee & Lo</i>) Position: Company Secretarial Executive

Current and past responsibilities:-

- Handling full range of company secretarial matters in relation to listed companies (Both Main Board and GEM Board issuers) and different types of companies incorporated in different jurisdictions independently
- Preparing annual and interim reports, announcements and circulars
- Organizing and attending board and general meetings
- Liaising with different professional parties (i.e. Stock Exchange, Legal Advisers, Compliance Managers and Regulatory Authorities)
- Ensuring proper compliance with regulatory disclosure, reporting and statutory filing requirements
- Handling ad-hoc assignments (*e.g. DI Forms, next day disclosures return, drafting different types of announcements and documents for listed company*)

Education

Expected Graduation Date	Manchester Metropolitan University (<i>organized by HKU Space</i>) Bachelor of Laws (LLB) (Part-time) 2019
9/2011 - 5/2013	City University of Hong Kong Master of Science in Professional Accounting and Corporate Governance (Part-time)
9/2009 - 6/2010	The Open University of Hong Kong Bachelor of Business Administration in Corporate Administration (Full-time)
9/2006 - 6/2009	School of Continuing and Professional Studies The Chinese University of Hong Kong Higher Diploma in Business and Corporate Administration (Full-time)
Qualification	The Hong Kong Institute of Chartered Secretaries, Associate Member (PE)
Language	Fluent in Chinese and English, Good in Mandarin
Skill	Proficiency in PC knowledge of MS Word, Excel, PowerPoint, Chinese Word Processing, CSA and View Point software
Expected Salary	HK\$32,000 per month (negotiable), with year-end bonus
Availability	One month notice