

Cherish Chung

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WORK EXPERIENCE

LaSalle Investment Management Securities HK Ltd.

Admin & Executive Assistant

Jul 2014 - Present

- Secretary of Analyst team Managing Director (expatriate from US), support on both business and personal issue
- Travel arrangements (flight, hotel and visa), calendar management for Analyst team
- Generate daily and monthly reports, documentary support to Product Development team
- Handle HR issue - arranging interviews, submit medical claims, organize monthly and annual team building events
- Administrative support for whole office - input monthly expenses reports, maintain office supplies and reception work

Hyundai Securities (Asia) Ltd.

Administrative Assistant

Mar 2013 - Feb 2014

- Secretary of Equity Sales team – 12 Korean expatriates, providing support on travel arrangements, calendar management and visa applications for all team members and family members
- Handle HR issue - arranging interviews, submit medical claims, MPF and tax submission
- Administrative task - input monthly expenses reports, maintain office supplies and reception work

Synergy Business Group Ltd.

Operation Supervisor

Feb 2012 - Feb 2013

- Sales team support – handling all insurance applications and follow up
- Prepare full set accounts – book keeping, monthly Profit & Loss accounts and Balance Sheet
- Handle HR issue such as arranging interviews, commission calculation, MPF and tax submission
- Administrative task - maintain office supplies and answer clients' enquiries

EDUCATION

The Open University of Hong Kong

Sep 2008 – Aug 2013

Bachelor of Business Administration (BBA), major in Professional Accounting

Chang Pui Chung Memorial School

Sep 2008 – Aug 2008

- Full Certificate in public examination: HKALE

St. Paul's School (Lam Tin)

Sep 2001 – Aug 2006

- Full Certificate in public examination: HKCEE

EXTRA CURRICULAR ACTIVITIES

Prefect and Committee in Phonics Club

2006-2007

Girl Guides - Patrol Leader

2005-2006

Girl Guides

2001-2005

LANGUAGE AND SKILLS

Language: Proficient in English and Mandarin (中國國家語委普通話水平測試 –甲級三等), native in Cantonese

Qualification: LCCI Level 3 in Accounting (Pass with distinction), LCCI Level 2 in Book Keeping (Pass with distinction), IIQE (Pass in Paper 1, 3 and 5)

Technical Skills: MS Office (Powerpoint, Excel, Word and Outlook), basic knowledge of Bloomberg