

## **Annie, WONG Sin Tung**

Date of Birth	29 <sup>th</sup> May, 1990
Contact Number	9273 3616 (Mobile)
E-mail	anniewongst@gmail.com

### **Working Experience**

April 2016 – Present

#### **Citco Hong Kong Limited**

Position: Junior Company Secretarial Officer

Duties:

- Perform professional Company Secretarial services for our client's Hong Kong companies, including company incorporation and annual filings
- Maintain and advice our clients on proper maintenance of company's statutory books and records in compliance with laws and regulatory requirement in Hong Kong
- Handle KYC documents collection and any ad hoc Company Secretarial related assignment
- Convene and facilitate shareholder and board meetings, and prepare all related documents
- Delivering documents to Government offices and Agents

September 2014 – April 2016

#### **Acorn Businesses Services And Consultancy Limited**

Position: Company Secretarial Officer

Duties:

- Provide professional Company Secretarial services to offshore, oversea and Hong Kong companies, e.g. Handle renewal of business registration fee, submit Annual return to Companies Registry, preparation of minutes, resolutions and statutory documents of Hong Kong Companies
- Coordinate incoming & outgoing email, phone calls and interviews between different parties in professional manner

- Cooperate with clients, accountants, bankers and lawyers on company secretarial and compliance issues directly
- Organize board meeting and shareholder meeting as required by management
- Prepare and issue invoices, maintain a proper filing system
- Complete specific duties and assignments as required
- Develop joint promotion programs with business partners and manage partner relationship timely
- Conduct market & product research to evaluate market opportunities and gather competitor information

### **Professional Qualification**

Student member of The Hong Kong Institute of Chartered Secretaries (HKICS)

### **Education**

2016 – Present	<u>The Open University of Hong Kong</u> <b>Master of Corporate Governance - MCG</b>
2014-2016	<u>National University of Ireland, Dublin</u> <b>Bachelor of business studies (Hons)</b>
2011-2013	<u>University of Wales</u> <b>Certificate of higher education in Psychology and Counseling</b>
2009-2011	<u>Community College of City University</u> <b>Associated degree of Applied Social Science</b>
2007-2009	<u>Yu Chun Keung Memorial College No.2</u> <b>HKAL</b>
2002-2007	<u>Hotung Secondary School</u> <b>HKCEE</b>

### **Language Skill**

English	Excellent in Reading, Writing and Speaking
Mandarin	Excellent in Reading, Writing and Speaking

Cantonese

Mother Tongue

**Computer Skill**

- Microsoft Office (Word, PowerPoint and Excel).
- Adobe Photoshop and Illustrator