


Personal Details

English Name	Chinese Name	Gender	Age	
LI, Yuen Kie, Winki	李婉琦	Female	28	
Education Level	Mobile Phone	E-Mail		
Master Degree	9163 6333	yuenkie211@hotmail.com		
Availability	Expected Salary	Current Salary		
One-month notice	\$23,000	\$16,800 (including \$2,000 qualified pay)		
Professional Qualification		Company Secretarial Experience		
GradICSA (i.e. Graduateship of HKICS)		4 years solid experience		



Working Experience

(Start with my most recent employment)

Company	Mazars CPA Limited (Second-Tier Audit Firm)
Position	Corporate Secretarial Assistant (Grade 2)
Responsibilities	<ul style="list-style-type: none"> Handle a portfolio of 110 companies (100 of them are Hong Kong companies, 2 of them are in the form of limited by guarantee, 10 of them are BVI companies); In charge of 7 subsidiary companies of the Edmond de Rothschild, a Switzerland private bank; In charge of 4 subsidiary companies of TAL Hotels, a reputable hotel located in India; Prepare notices, minutes, resolutions and statutory documents (include but not limited to (i) change of directorship/secretary, (ii) transfer of share, (iii) forfeiture of shares, (iv) adoption of new Articles of Association, (v) appointment of power of attorney; (vi) allotment of shares; (vii) proceeding member's voluntary liquidation; (viii) incorporation of onshore and offshore companies, and (ix) exemption of business review) Maintain statutory record, minutes book, registers and secretarial record of the companies of the portfolio; Review and provide comments on audited financial statements prepared by audit department before releasing the same to our clients; Liaise with banks for account opening process and prepare relevant documents to ensure the companies are in compliance with the banking rules; Liaise with Companies Registry, Inland Revenue Department, and Registered Agent for secretarial work; Review and comment on certificates of incumbency which are prepared by Registered Agent; Arrange to pay license fee for BVI companies ensuring they are in good standing; Review secretarial works prepared by junior colleagues and department secretary ensuring timely completion and accuracy; Review tenancy agreement provided by client and prepare resolutions regarding the renewal of tenancy agreement Handle enquiries from clients on company secretarial and statutory compliance issues; and Monitor compliance and KYC with regulatory authorities and internal requirements.
Working Period	December 2015 to Now

Working Experience

(Continued)

Company	Hong Kong Managers & Secretaries Limited		
Position	Company Secretarial Assistant II		
Responsibilities	<ul style="list-style-type: none"> Handle a portfolio of 250 companies with a company secretarial supervisor (220 of them are Hong Kong companies, 30 of them are BVI companies); In charge of 20 subsidiary companies of Hong Kong Sanatorium & Hospital; In charge of 18 subsidiary companies of Hydoo International Holding Ltd, a listed company in HKEX (1396.HK); Prepare notices, minutes, resolutions and statutory documents; Maintain statutory record, minutes book, registers and secretarial record of the companies of the portfolio; Liaise with banks for account opening process and prepare relevant documents to ensure the companies are in compliance with the banking rules; Liaise with Companies Registry, Inland Revenue Department, and Registered Agent for secretarial work; Incorporate companies of different jurisdiction (including Hong Kong, BVI and Cayman Islands); and Handle enquiries from clients on company secretarial services and statutory compliance. 		
Working Period	May 2014 to May 2015		

Company	SBC International		
Position	General Clerk		
Responsibilities	<ul style="list-style-type: none"> Handle onshore and offshore (i.e. BVI, Cayman Islands and Samoa etc.) companies; Prepare notices, minutes, resolutions and statutory documents; Incorporate companies of different jurisdiction; Liaise with Companies Registry and Inland Revenue Department for secretarial work and tax issues; and Handle enquiries from clients on company secretarial services and statutory compliance. 		
Working period	January 2013 to April 2014		

Other Working Experience

Company	KAO, LEE & YIP Solicitors & Notaries		
Position	Pool Secretary	Working period	August 2011 to April 2012

Academic Qualification

(Start with my most recent qualification)

School	City University of Hong Kong		
Qualification	Master of Science in Professional Accounting and Corporate Governance		

School	Hong Kong Baptist University		
Qualification	Bachelor of Social Sciences in Integrated Communication Management (Merit)		