

CELIA NG - CURRICULUM VITAE

PERSONAL INFORMATION

Name : Ng Ting Ting, Celia (吳婷婷)
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CAREER OBJECTIVE

Seeking a senior position in the company secretary industry by enhancing and utilizing my knowledge in a dynamic workplace.

WORK EXPERIENCES

12/2013-Present	<p>Intertrust Hong Kong Limited - Company Secretarial Assistant, Company Secretarial Administrator, Senior Company Secretarial Administrator</p> <p>Responsibilities:</p> <ul style="list-style-type: none">➤ Supporting the company secretarial team to handle a wide range of company secretarial administration professionally including:<ul style="list-style-type: none">i. incorporation and deregistration of companiesii. attending client meeting and preparation of minutes, resolutions, annual return, annual general meeting, etc.iii. updating and maintaining statutory filings and corporate recordsiv. reviewing agreements and contractsv. changing in shareholdings and directorships➤ Providing advisory service to clients on company secretarial matters➤ Handling non-statutory matters such as due diligence on clients and opening of bank accounts, etc.➤ Other ad hoc projects➤ Liaising with clients, bankers, agent, lawyers and government authorities➤ Supervising a subordinate in performing job duties
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	<p>Achievements:</p> <ul style="list-style-type: none"> ➤ Be pro-active when dealing with existing clients and try to understand their needs in order to obtaining more business opportunities ➤ Be more self-motivated, detail-minded and able to work independently ➤ Improved supervising, communication, interpersonal and customer serving skills ➤ Be adaptable to changes and accept new challenge ➤ Be good team player and able to co-operate with other teammates ➤ Gained knowledge in CSA, Viewpoint, Laserfiche ➤ Attended oversea training
10/2012-1/2013	<p>eeVoices Limited - School Placement of Client Relations Officer</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ➤ Employment verification checking – contacting and communicating with Human Resources Departments from different firms ➤ Assisting in handling ad-hoc projects <p>Achievements:</p> <ul style="list-style-type: none"> ➤ Improved calling skills ➤ Enhanced communication techniques ➤ Developed and strengthened good relationships with others
7/2012-8/2012	<p>TMF Group Limited - An Intern of Corporate Management Services Department</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ➤ Supporting a team of company secretarial professionals in providing a full range of company secretarial services to clients ➤ Updating and maintaining a systematic filing system for legal documents and statutory records ➤ Maintaining statutory documents, correspondences, contracts, agreements and legal records <p>Achievements:</p> <ul style="list-style-type: none"> ➤ Learnt knowledge in Viewpoint ➤ Gained practical knowledge in real workplace ➤ Gained insight into the prospect of company secretary

8/2011-6/2012	Lauren Bright Limited - A Part-time Marketing Assistant Responsibilities: <ul style="list-style-type: none"> ➤ Press /media record maintenance ➤ Media contacts and following up ➤ Sample stock management Achievement: <ul style="list-style-type: none"> ➤ Enhanced communication skills and problem solving techniques
4/2010 - 4/2012	Language Tree International Education Limited - A Part-time Teaching Assistant Responsibility: <ul style="list-style-type: none"> ➤ Assisting the teacher and managing the class Achievement: <ul style="list-style-type: none"> ➤ Gained experience of managing children during lessons
7/2011 – 8/2011	Census and Statistics Department, HKSAR - 2011 Population Census Enumerator Responsibility: <ul style="list-style-type: none"> ➤ Doing interviews with targeted citizens and following up paper work Achievement: <ul style="list-style-type: none"> ➤ Enhanced interview skills and team spirits

EDUCATION

2009 - 2013	Hong Kong Shue Yan University, Graduated - BBA in Corporate Governance (2013)
2007 - 2009	Hong Kong True Light College, Form 7 Completed - Hong Kong Certificate of Education Examination (2009)
2002 - 2007	Hong Kong True Light College, Form 5 Completed - Hong Kong Certificate of Education Examination (2007)

EXTRA-CURRICULAR ACTIVITIES

2012	Organizing Committee of ‘Dream Stage 2012’ from Friends of Hong Kong Youth Exchange (香港青年交流之友-夢想舞台 2012 籌委)
2011-2012	Student Ambassadors Program for the Hong Kong Institute of Chartered

	Secretaries
2009-2012	Hong Kong Shue Yan University Business and Investment Society member
2011	Secretary & Treasurer of Academic Week for Hong Kong Shue Yan University Business Administration
2007-2008	Vice-chairlady of Environment & Geography Society
	Academic Secretary of English Society
	Promotional Secretary of Junior Police Call

PROFESSIONAL QUALIFICATIONS & AWARDS

2015-Present	Student Member of Hong Kong Institution of Chartered Secretary
2013	Certificate of Honour Roll of Fall 2012 Semester for distinguished academic performance
2012	Certificate of Honour Roll of Spring 2012 Semester for distinguished academic performance
2011	The National Test of Proficiency in Putonghua, Level 2 Grade A (國家普通話水準測試-二級甲等)
	Certificate of Honour Roll of Spring 2011 Semester for distinguished academic performance
2010	Merit of China Mobile Hong Kong Business Administration Paper 2010
	Certificate of Honour Roll of Fall 2009 Semester for distinguished academic performance
2009	LCCI Level 3 Certificate in Accounting (Pass with Distinction)
2008	Merit of Clipit Competition 2008 for Senior Secondary Section
	Outstanding Performance in Debating Competition between Hong Kong and Shanghai Schools
	Debating Coach for Southern Districts Joint Schools' Junior Debating Seminar
	Event Manager of English Day Camp
	The First Real-time Speech of Hong Kong Students, Advanced-Level Group with Good Performance (第一屆「全港中學生即時演講大賽」, 預科組, 表現良好)
	Leadership Training Camp 2007 organized by the Hong Kong Federation of Youth Groups (領袖訓練營 2007, 香港青年協會舉辦)
2007	Merit of English Upper Secondary Group for 'Composition Contest for the Youth 2007'
2006	LCCI Level 1 Certificate in Book-keeping (Passed with Distinction)
	Serving Award for Prefect

LANGUAGES

Cantonese : Excellent command of written and spoken
English : Good command of written and spoken
Mandarin & Taiwanese : Fluent command of spoken

COMPUTER SKILLS

Use of Microsoft Word, Power point, Excel, English and Chinese word processing

AVAILABILITY

1 month notice

CURRENT AND EXPECTED SALARY

Current salary: HKD17,000 per month

Expected salary: HKD22,000 per month but negotiable