

## **PERSONAL INFORMATION**

Name: Wong Wing Suet, Winnie

Contact number: 6098 8791

Email address: [winniewsuet@gmail.com](mailto:winniewsuet@gmail.com)



## **WORK EXPERIENCE:**

### **Company Secretarial Assistant**

May 2012 - Jun 2016

Vincent T.K. Cheung, Yap & Co. Solicitors & Notaries

- Assisted the Company Secretarial team in handling company secretarial matters for Hong Kong and offshore companies including incorporation, statutory filing, drafting of minutes and resolutions;
- Liaised with clients, accountants, bankers, lawyers, Hong Kong Companies Registry and Hong Kong Inland Revenue Department on secretarial and compliance issues;
- Monitored and maintained statutory records and filing system;
- Handled non statutory matters such as due diligence on clients and opening of bank accounts; and
- Provided general coordination and administrative work of company secretarial department

### **Company Secretarial Assistant**

Oct 2011 - Apr 2012

Gary Cheng Secretaries Limited

- Liaised and filing with the Companies Registry and Inland Revenue Department;
- Updated and maintained statutory filings and corporate records;
- Liaised with internal and external parties for company formation, maintained and handled full set of company secretarial works for Hong Kong and offshore companies; and
- Prepared minutes, resolutions and annual returns

### **Administrative Secretary - Summer Internship**

Jun 2009 - Aug 2009

*Serco Group (HK) Limited*

- Provided administrative support for the Human Resources, Administration and Business Development Department;
- Handled phones calls and mails from outside; and
- Assisted in office administrative duties such as data entry, filing and office supplies management

## **EDUCATION:**

### **Bachelor of Business Administration in Corporate Administration**

2010 - 2011

The Open University of Hong Kong

### **Higher Diploma in Corporate Administration**

2008 - 2010

Hong Kong Institute of Vocational Education

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**SKILLS:**

Software Application : CSA Software, Microsoft Office, including Excel, Word and PowerPoint  
Language : English, Cantonese and Putonghua

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**QUALIFICATION:**

LCCI - Level 2 Certificate in Book-keeping and Accounts (pass with Credit) Oct 2010

LCCI - Level 1 Certificate in Book-keeping (pass with Distinction) Sep 2010

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**AWARD:**

Association of Chartered Certified Accountants (HK) Scholarship Mar 2010

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