
CURRICULUM VITAE

PERSONAL PARTICULARS

NAME (ENGLISH)	Lee Cho Kwan
NAME (CHINESE)	李楚君
GENDER	Female
AGE	27
ADDRESS	Room 16 5/F Koon Ma House Ma Hang Estate Stanley HK
NATIONALITY	Hong Kong
CONTACT PHONE NO	6384 5301
EMAIL	ickwan@ymail.com
EXPECTED SALARY	HK\$26,000
AVAILABILITY	One month notice

EDUCATION

DATES	SCHOOL/COLLEGE	COURSE
2002-2005	Po Leung Kuk Wai Yin College	F.1 - F.3
2005-2007	Piu Ying Secondary	F.4 - F.5
2007-2008	Hong Kong St. Perth College	Diploma in Business (Secretarial and Administrative Studies) and Level 3 Accounting

CERTIFICATE

2007	LCCI International Qualifications	Level 1 Certificate in Book-Keeping
2007	City & Guilds	Level 1 Certificate in Computerised Accounts

WORKING EXPERIENCE

DATES	7 April 2014 to Present
EMPLOYER	Cheng & Cheng Corporate Services Limited
POSITION	Senior Company Secretarial Assistant
DUTIES	Assist in handling full range of company secretarial duties of companies within the group and maintaining proper statutory books and records.

DATES	14 March 2011 to 10 March 2014
EMPLOYER	Thomas So & Partners CPA Limited
POSITION	Company Secretarial Assistant
DUTIES	Assist in handling full range of company secretarial duties of companies within the group and maintaining proper statutory books and records; and Assist the Directors in coordinating daily business and personal matters.

DATES	1 September 2008 to 12 March 2011
EMPLOYER	H. C. Watt & Company Limited
POSITION	Junior Secretary
DUTIES	Assist the Directors in coordinating daily business and personal matters.

TECHNICAL SKILLS

COMPUTER SKILLS	Windows ME/XP/7, MS office, Internet's knowledge, Microsoft Word, Microsoft Excel, CSA Software
TYPING	Chinese (40 wpm) and English (45 wpm)
LANGUAGE SPOKEN	Cantonese, English, Putonghua
LANGUAGE WRITTEN	Chinese, English