

**TSANG Lai Sze, Liz (曾麗斯)**

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## **CAREER OBJECTIVE**

To be a professional company secretary that enables me to apply knowledge and skills to benefit the company

## **EDUCATION**

Sep 2009 - May 2012     **Lingnan University**

Bachelor of Business Administration (Honours)

Major in Accountancy

**Ewha Womans University (Korea) - one semester**

## **PROFESSIONAL QUALIFICATION**

**Associate member of The Hong Kong Institute of Chartered Secretaries (HKICS) and The Institute of Chartered Secretaries and Administrators (ICSA)**

**Putonghua Proficiency Test recognized by the State Language Commission of China**

Grade Two Level B

## **WORKING EXPERIENCE**

Jul 2012 - Nov 2014     **Tricor Services Limited - Company Secretarial Officer**

Assisted in handling full range of company secretarial duties for the companies incorporated in Hong Kong and British Virgin Islands

Assisted in reviewing annual/interim reports, announcements, circular and agenda for various listed companies

Assisted in maintaining and updating the statutory records including minute books and registers

Assisted in handling clerical and administration duties to support the corporate service department

Jan 2015 – Aug 2016     **TOM Group Limited – Company Secretarial Officer**

Assisted in preparing and reviewing annual/interim reports, announcements, circular and agenda for the Group and arranging for e-submission of the documents to HKEx and company website

Assisted in preparing statutory forms and board minutes/resolutions for Hong Kong and offshore companies to ensure compliance with the Listing Rules, Companies Ordinance and other regulatory requirements

Assisted in reviewing board minutes/resolutions and statutory documents for companies incorporated in the PRC

Liaised with various internal and external parties to organise board/committee meetings and annual general meeting

Aug 2016 - Current

**TOM Group Limited – Senior Company Secretarial Officer**

Reported to Chief Financial Officer and supervised company secretarial officer

Assisted in drafting and reviewing annual/interim reports, circular and results announcements

Handled full spectrum of company secretarial duties for annual general meeting including drafting timetable and liaising with various internal and external parties

Assisted in organizing board/committee meetings including preparation of agenda, drafting board minutes/resolutions and circulation of meeting materials

Assisted in ad-hoc projects and preparation of both English and Chinese version of announcements as required

**SKILLS**

Computer skills                      ViewPoint, MS Word, Excel, PowerPoint

Language skills                      Cantonese, English, Mandarin

**AVAILABILITY**

One month notice

**EXPECTED SALARY**

34-35K