

PERSONAL PARTICULAR

Name: Connie Cheung Hoi Fun (張愷芬)
Residential district: Tseung Kwan O
Sex: Female

EDUCATION AND QUALIFICATION

Oct 2010	Awarded:	Master in Business Administration (MBA)
	School:	The Open University of Hong Kong
Oct 2003	Awarded:	Associate Member of both HKICS and ICSA
	Institute:	The Hong Kong Institute of Chartered Company Secretaries
Apr 2002	Awarded:	ALTE level 3+ for BULATS result on the subject of English
	Institute:	Wall Street Institute
Sep 1995 to Jun 1997	Awarded	Higher Certificate in Company Secretaryship and Administration
	School:	The Hong Kong Institute of Vocational Education (Chai Wan) [formerly known as Chai Wan Technical Institute]
Sep 1993 to Jun 1995	Awarded:	Credit Diploma in Company Secretaryship and Administration
	School:	The Hong Kong Institute of Vocational Education (Lee Wai Lee) [formerly known as Lee Wai Lee Technical Institute]
Sep 1992 to Sep 1993	Course:	Preparatory year to Degree course
	School:	Caritas Francis Hsu College

EDUCATION AND QUALIFICATION (cont'd)

Sep 1987 to Sep 1993	Awarded:	Full passed for all subjects attempted in Hong Kong Certificate of Education Examination
	School:	S.K.H. Holy Trinity Church Secondary School

WORKING EXPERIENCE

August 2016 to present	Company:	Wofung Corporate Services Limited
	Title:	Senior Company Secretarial Manager
		<ul style="list-style-type: none">◆ Annual compliance of Hong Kong main listed companies. Services include but not limited to annual and interim reports preparing, announcements and circulars drafting, proof-reading, translating.◆ Full set of corporate secretarial works for Hong Kong guarantee companies, Hong Kong private companies, offshore companies and non-Hong Kong companies.◆ Hong Kong work visa application.
May 2013 to August 2016	Company:	Acumen Consulting Services Limited <i>(an associate company of Crowe Horwath (HK) CPA Limited and Charles Chan, Ip & Fung CPA Limited)</i>
	Title:	Company Secretarial Manager
	Job descriptions:	<ul style="list-style-type: none">◆ Annual compliance of Hong Kong main listed companies in industries of food catering, farming, investment, mining, vehicles energy fueling, beauty services, aircraft, gambling. Services include but not limited to annual and interim reports preparing, announcements and circulars drafting, proof-reading, translating.

WORKING EXPERIENCE (cont'd)

May 2013 to August 2016 (cont'd)	Job descriptions: (cont'd)	<ul style="list-style-type: none"> ◆ Full set of corporate administration works for its one client being a start-up NGO to handle MPF, employees insurances, intern recruiting, payments approval, meetings arrangement with top management, etc. for almost one year. ◆ Trademark services in regions of Hong Kong, PRC, and other countries. ◆ Annual compliance review for a group of companies before main board or GEM board listing in HKEx by global initial public offer. ◆ Full set of corporate secretarial works for Hong Kong guarantee companies, Hong Kong private companies, offshore companies and non-Hong Kong companies. ◆ Hong Kong charity organization application.
Sep 2012 to Mar 2013	Company: Title: Job descriptions:	HKT Limited Senior Company Secretarial Officer <ul style="list-style-type: none"> ◆ Attending Annual Return to the Communication Authorities for Hong Kong companies hold a Non-Domestic and a Domestic Pay Television Programme Services Licenses. ◆ Attending secretarial works for subsidiaries, associates and joint venture corporations incorporated in Hong Kong and the British Virgin Islands; and co-ordination with secretarial firms for secretarial matters of any group companies of jurisdiction in Singapore, Philippines, US, Panamas, Taiwan, PRC and Bermuda. ◆ Assisting in preparation and proof-reading of a combined directors' report, circular and board meeting date announcement for a Hong Kong main board listed corporation.

WORKING EXPERIENCE (cont'd)

Apr 2010 to
Sep 2012

Company:

Boardroom Corporate Services (HK)
Limited

Title:

Company Secretarial Supervisor

Job
descriptions:

- ◆ A full set of corporate secretarial matters for 400 clients' private companies of jurisdiction in Hong Kong, the British Virgin Islands, Samoa, the Bermuda, the Cayman Islands and 2 to 3 Hong Kong private companies limited by guarantee.
- ◆ Corporate secretarial matters include but not limits to company incorporation, changes of directors, secretaries and bank authorized signatories, change of registered office, bank account opening, shareholding transfer, share allotment, increase of share capital, division of par value of each shares, consolidation of par value of each shares, loan capitalization, change of name, alteration of Articles of Association, updating Memorandum and Articles of Association, closure of bank account, deregistration, members' voluntary winding up.
- ◆ Drafting shareholders' agreements and simple loan contract.
- ◆ Attending a Hong Kong listed company's remuneration committee meeting, audit committee meeting and board meeting and drafting minutes in relation thereto.
- ◆ Drafting debit notes to clients.
- ◆ Liaising with clients when attending to the above secretarial matters.

WORKING EXPERIENCE (cont'd)

Mar 2008 to
Apr 2010

Company:

China Water and Drinks (H.K.) Holdings Limited
(a wholly owned subsidiary of Heckmann Corporation, listed in New York Stock Exchange (NYSE) as an accelerated filer, stock code: HEK)

Title:

Company Secretarial Officer

Job
descriptions:

- ◆ All corporate secretarial duties to Hong Kong (HK) incorporated companies and offshore companies.
- ◆ Arrange notarization or attestation for HK companies or any requisite documents to set up PRC companies.
- ◆ Assist compilation of quarterly unaudited financial statements and annual audited financial statements post on NYSE.
- ◆ Review legal documents and draft simple contracts.
- ◆ Human resources, including payroll, leave records, medical insurance, MPF, employment contract drafting
- ◆ Treasury, including cheque drawing, cash and bank balance keeping, remittance, expenses claims and payment, etc.
- ◆ Office administration.
- ◆ Work visa application.
- ◆ Arrange travel itineraries.

Aug 2007 to
Jan 2008

Company:

Easyhunt Consultants Limited

Title:

Nominated Director

Job
descriptions:

- ◆ Drafting company portfolio to promote company's nature of business of personnel agency.
- ◆ Assisting in recruiting suitable candidates and recommending to company's corporate clients.
- ◆ Invoicing.
- ◆ Drafting job reference checking questionnaire for the company's sorted out candidates.
- ◆ Liaise with the company's clients.

WORKING EXPERIENCE (cont'd)

Apr 2006 to
Aug 2007

Company:

Proview International Holdings Limited
(HKSE, main board, stock code: 334)

Title:

Deputy Company Secretary

Job
descriptions:

- ◆ All corporate secretarial matters for all Hong Kong incorporated private company.
- ◆ All corporate secretarial matters for all offshore companies.
- ◆ Circulars and announcements, including change in directorate, interim results announcement, final results announcement, share script dividends, capital monies raise by issuing shares to independent third parties for a listed company.
- ◆ Annual report for a listed company.
- ◆ Interim report for a listed company.
- ◆ Annual general meeting and the relevant circular on general mandate.
- ◆ Listed company's share option list updating and arrangement of issue of shares upon exercise of share option rights.
- ◆ Statutory filings of a listed company to the Companies Registry and/or the SFC.

Nov 2004 to
Sep 2005

Company:

Chiu and Partners

Title:

Company Secretary

Job
descriptions:

- ◆ All corporate secretarial matters of Hong Kong private companies, including company incorporation, change of directors, shareholding transfers, share allotments, increase of capital.
- ◆ All corporate secretarial matters of company limited by guarantee.

WORKING EXPERIENCE (cont'd)

Nov 2004 to Sep 2005 (cont'd)	Job descriptions:	<ul style="list-style-type: none"> ◆ All corporate secretarial matters of offshore companies in the BVI, the Bermuda, Cayman Islands. Matters include company incorporation, change of directors, shareholding transfers. ◆ Registration of offshore companies as overseas companies in the Companies Registry in Hong Kong. ◆ Statutory filing matters for listed companies.
Oct 2003 to Oct 2004	Company:	China Outdoor Media Group Limited (former name: eCyberChina Holdings Limited) (HKSE, main board, stock code: 254)
	Title:	Named Company Secretary
	Job descriptions:	<ul style="list-style-type: none"> ◆ All corporate secretarial matters for all Hong Kong incorporated private company. ◆ All corporate secretarial matters for all offshore companies. ◆ Announcements for a listed company. ◆ Assisting in liaison with financial planners, legal advisors and responses to enquiries of HKEX. ◆ Assisting in drafting a proposal for resumption of listing status. ◆ Interim and final reports. ◆ Annual general meeting.
Aug 2000 to Sep 2003	Company:	Funing Property Management Limited
	Title:	Corporate Administration Officer (formerly Company Secretarial Officer)
	Job descriptions:	<ul style="list-style-type: none"> ◆ All corporate secretarial matters for all Hong Kong incorporated private company. ◆ All corporate secretarial matters for all offshore companies. ◆ Assisting in setting up Sino-foreign joint ventures in the PRC.

WORKING EXPERIENCE (cont'd)

Aug 2000 to
Sep 2003
(cont'd)

Job
descriptions:
(cont'd)

- ◆ Drafting simple agreements or letters of intention or loan agreements.
- ◆ Safe-custody of PC software licenses and management agreements and tenders, sub-contracts, insurance policies.
- ◆ Corporate security and guarding licenses originals safe-custody and renewal and updating information with the Security and Guarding Services Industry Authority and the Police.
- ◆ Renewal of professional indemnity insurance policy.
- ◆ Corporate estate agency application.
- ◆ Documentation or administration works for loan mortgage and borrowing bank swapping.
- ◆ Convening and attending boards' meetings and drafting board minutes.
- ◆ Reviewing and arranging execution of management agreements with Hong Kong Housing Authority and various estates' incorporated owners.
- ◆ General corporate administration works.
- ◆ Assisting in acquisition of a Yacht club membership for a director.
- ◆ Handling residential property rental matters for a director.

Apr 1998 to
Apr 2000

Company:

Charles Chan, Ip & Fung CPA Limited

Title:

Company Secretary

Job
descriptions:

- ◆ All corporate secretarial matters for 400 Hong Kong incorporated private companies, including company incorporation, change of directors, shareholding transfer, share allotment, increase of share capital, division of par value of each shares, consolidation of par value of each shares.

WORKING EXPERIENCE (cont'd)

Apr 1998 to Apr 2000 (cont'd)	Job descriptions: (cont'd)	<ul style="list-style-type: none"> ◆ All corporate secretarial matters for 2 to 3 Hong Kong private companies limited by guarantee. ◆ All corporate secretarial matters for over 100 offshore companies, including company incorporation in regions of the British Virgin Islands, Western Samoa, the Bermuda, the Cayman Islands, change of directors, shareholding transfer. ◆ All corporate secretarial matters for offshore companies registered in Hong Kong Companies Registry as overseas companies.
Apr 1996 to Apr 1998	Company:	Prominent Services Limited (wholly owned by Lu, Lai & Li Solicitors Firm)
	Title:	Company Secretarial Assistant
	Job descriptions:	To attend all corporate secretarial matters for the following types of companies under supervision:~ <ul style="list-style-type: none"> ◆ Hong Kong incorporated private companies. ◆ Hong Kong private companies limited by guarantee. ◆ Offshore companies, mostly incorporated in the British Virgin Islands, Bermuda. ◆ Offshore companies registered in Hong Kong Companies Registry as overseas companies.

SKILLS

Language:	Mandarin	English	Cantonese	Other:	Nil
Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Fluent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

PC software application: MS word, MS Excel, CSA, Viewpoint, PowerPoint, Viewpoint,

SKILLS

Typing speed: (English) 55 words per minutes
 (Chinese) 30 words per minutes

EXPECTED SALARY

HK\$48,000 to HK\$50,000 per month

DATE OF AVAILABILTY

One month's notice (negotiable)