

## Resume

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### *Education Qualification:*

Name of Institute	Period	Qualification	Subjects
City University of Hong Kong Community College	2007-2009	Associated Degree of General Management	Interactive Managerial Skills Consumer Behavior Industrial Relations Recruitment and Selection Eng Com. Skills for Business Entrepreneurship Services Marketing Human Resources Management China Business Management Accounting
Kit Sam Lam Bing Yim Secondary School	2004-2006	Hong Kong Advanced Level Examination	Economic (E ) Geography (B ) Statistic of Mathematic (E ) Use of English (E ) Chinese (E )
Kit Sam Lam Bing Yim Secondary School	1998-2004	Hong Kong Certificate of Education Examination	Economic (C ) Geography (C ) History (B ) Chinese History (D ) Mathematic (D ) English (E ) Chinese (D )

### Working Experience:

Name of Company	Period	Position	Job duties
<b>Equiom Corporate Services (Hong Kong) Limited</b> - Professional firm - Provide full range of corporate services to International clients (Tax services, accounting services, corporate services and Trust) - 100 employees in Hong Kong - the mother company located in Isle of Man, has branch in Japan, Dubai, Singapore	04/2016-07/2017	Corporate Services Officer (Trust)	- full range of documentary preparation to maintain proper statutory record for Hong Kong and Offshore companies - answer overseas client enquiries mainly through email - daily internal administration works (billing, time sheet and liaison with Tax or account team) - arrange bank account opening for companies and trusts - prepare documents for Trust companies - liaison with asset management for investment arrangement for the Trusts
<b>WHA SERVICES LIMITED</b> - CPA Firm - Providing Corporate Services and Accounting Services - The client are mainly from Europe, Singapore, Japan and Mainland	04/2013-04/2016	Company Secretarial Assistant	- documents preparation (CSA system) - arrange bank account opening - visa application - invoicing (Peachtree system) - preparing and control Hong Kong and Offshore companies renewal - preparing resolutions - Share transfer - arranging Notarization
<b>WHA SERVICES LIMITED</b> - CPA Firm - Providing Corporate Services and Accounting Services - The client are mainly from Europe, Singapore, Japan and Mainland	08/2011-04/2013	Administration Clerk	- documents preparation (CSA system) - arrange bank account opening - visa application - invoicing (Peachtree system) - preparing and control Hong Kong and Offshore companies renewal - preparing resolutions - Share transfer - arranging Notarization - Administration duties

<b>Pets Central Limited</b> - Vet and retail (Pet product) - have 4 stores	12/2010-6/2011	Marketing Executive	- Marketing Strategies planning - Promotion planning - having conference with store manager - organizing a sales meeting every week - visiting the stores - advertisings - online sales - meet with the supplier - making product order - arrange product delivery
<b>Abbeycrest (HK) Limited</b> - Jeweler Company - Client are mainly from Europe, Germany and Thailand - closed in 2011	6/2009-9/2010	Sales coordinator	- Prepare order enquiry, quotation - answer the enquiry of client - order making - communicate with the colleague in Mainland - price calculation - organizing exhibition - administrative work
<b>Choi Wan Nursery</b>	2/2007-12/2007	Administration Assistance	- accounting - daily operation - teaching material preparation - organizing open day, programme - booklet production

### ***Skills:***

Technical skills:	Microsoft Words, Excel, PowerPoint, Outlook, Photoshop, CSA Expert, Peachtree, NAV system
Typing:	Typing in both Chinese (倉頡) & English
Language:	Excellent in Cantonese, Good Commend in English & Putonghua
Expected Salary:	HK\$20,000 (Current salary is HK\$18,800)
Time Available:	8 Aug 2017