

# Curriculum Vitae

## I. Personal Details

**Name:** Sit, Lai Nga Agnes

**Date of Birth:** 7 October 1985

**Age:** 31

**Place of Birth:** Hong Kong

**Home Address:**

Flat 1602, Kwai Yue House

Kwai Chun Court

Kwai Chung, Hong Kong

**Mobile:** 95872958

**Email:** yawnga@yahoo.com.hk



## II. Employment History

May 2015 – now

**Company Secretarial Administrator**

at Edward Wong Development Company Limited  
of Edward Wong Group

- ♦ Handle full spectrum of company secretarial services to Hong Kong and offshore companies;
- ♦ Prepare board meeting materials, minutes and resolutions;
- ♦ Liaise with internal and external parties for company formation, maintain and handle full sets of company statutory records for Hong Kong and offshore companies;
- ♦ Update and maintain statutory records and filing systems;
- ♦ Prepare and arrange statutory fillings for both Hong Kong and offshore companies.

Dec 2012 – May 2015

**Company Secretarial – Junior Officer**

at North Asia Corporate Services Limited

- ♦ Responsible for a wide range of company secretarial duties for clients, including preparing minutes and resolutions, handling corporate documentation and liaising with clients, other professional advisors and various government authorities.

Sep 2011 – Oct 2012

**Company Secretarial Assistant**

at Prominent Services Limited

- ♦ Assist the managing director in handling a full spectrum of company secretarial assignments for non listed clients, such as setting up, maintenance and dissolution of local and overseas companies and advising clients on various corporate governance and company secretarial issues, etc.

Jul 2007 – Jul 2011      **Company Secretarial Junior Assistant**  
at Pro Corporate Services Limited

- ♦ Prepare Annual returns
- ♦ Assisting in prepare board meetings and general meetings
- ♦ Perform general company secretarial duties such as preparing documents for incorporation of Hong Kong private companies and BVI companies, transfer of shares and etc.
- ♦ Updating of company records, filing of statutory returns

Aug 2006 – Apr 2007      **Company Secretarial Assistant**  
at Fung, Yu & Co.

- ♦ Maintain proper statutory records for private companies
- ♦ Prepare Annual returns
- ♦ Perform debit notes and official receipts
- ♦ Secretarial and Administrative duties

Oct 2004 – May 2005      Part-time Account Trainee  
at All Sincerity Taxation & Consultancy Co. Ltd.

- ♦ Accounting and Administrative duties

Aug 2004 – Sep 2004      Temporary Helper  
at MTR Corporation (Marketing Department)

### **III. Education**

#### **Continuing education**

Oct 2015 – May 2016  
Professional Certificate in Playgroup Teacher Training  
at Hong Kong Institute of Vocational Education (Shatin)

Feb 2012 – Mar 2012  
The Hong Kong Institute of Chartered Secretaries Examinations  
Preparatory Programme – Hong Kong Corporate Law  
at The University of Hong Kong (School of Professional and Continuing Education)

Oct 2010 – Mar 2011  
Putonghua for Office Personnel  
at The University of Hong Kong (School of Professional and Continuing Education)

Sep 2007 – Mar 2009  
Advanced Diploma in Corporate and Administration and Governance  
at The University of Hong Kong (School of Professional and Continuing  
Education)

Jul 2007 – Aug 2010  
Bachelor of Business (Human Resource Management)  
at University of South Australia

#### **Full-Time Education**

Sep 2003 –Jul 2006  
Higher diploma in Accountancy and Information Systems  
at Hong Kong Institute of Vocational Education (Kwai Chung)

Sep 2002 – Jun 2003  
Times College (Repeat F.5)

Sep 1997– Mar 2002  
Leung Sing Tak College (F.1-F.5)

#### **IV. Academic Achievements**

Jan 2011           Exemption Awarded of Strategic & Operations Management  
at HKICS

Jun 2008           Certificate of Company Secretarial Practice  
at The Society of Chinese Accountants & Auditors

May 2007           HKIAAT Professional Bridging Examinations Preparatory Paper IV  
Legal Environment – Pass  
at The University of Hong Kong (School of Professional and Continuing  
Education)

Aug 2006           Exemption Awarded From Part 1.1 to Part 2.3  
at ACCA

Aug 2006           Full Exemption of ATE  
at HKIAAT

|          |                                                                   |
|----------|-------------------------------------------------------------------|
| Oct 2005 | HKVEP –Level 2 (A)<br>at LCC&I                                    |
| Dec 2004 | Book-Keeping and Accounts (Pass)<br>at LCC&I (Intermediate Level) |
| Aug 2003 | HKCEE- 1C, 6E<br>at Hong Kong Examinations Authority              |
| Aug 2002 | HKCEE- 1D, 4E<br>at Hong Kong Examinations Authority              |

**V. Skills**

Spoken Languages:

- English
- Cantonese

Written Languages:

- Chinese and English

Computer literacy:

- MS Office (Word, Excel, PowerPoint, Chinese typing 20/wpm,  
English typing 50/wpm)
- CSA
- Dbase

**VI. Interest**

- Jogging

**VII. Salary**

- Current Salary: HK\$25,000 (plus performance bonus)
- Expected Salary: HK\$30,000 to HK\$31,000

**VIII. Available Date**

- One month notice