

AREA OF EXPERTISE

Administrative processes

Corporate Governance

Companies Ordinance

Maintaining statutory record

Data protection

PROFESSIONAL

HKICS student member

PERSONAL SKILL

Detail-minded

Initiative

Independent

Able to work under pressure

PERSONAL DETAILS

Flat 12, 6/F

Kwan Yick Building Phase 1

430-440 Des Voeux Road

Hong Kong

Mobile: 9526 1712

emmatsang1112@gmail.com

AVAILABILITY

One month notice period

Tsang Man Maan, Emma

Resume

WORK EXPERIENCE

KCS Hong Kong Limited (part of TMF Group)

(KCS is a leading independent corporate services company across Asia and was the Corporate Services Division of KPMG Hong Kong. TMF Group is a leading global business provider, operating in more than 120 offices in over 80 countries and employs more than 6,500 qualified professionals.)

SENIOR SECRETARIAL OFFICER

Jun 2013 – present

Duties:

- Assist in provide full range of company secretarial services to a portfolio of listed companies (both Main board and GEM Board) from various industries (Property Development, Semiconductors, Securities, Pharmaceutical Products, Travel & Tourism etc.,) and jurisdictions (Cayman Island, PRC, Bermuda, Luxembourg etc.,)
- Assist in preparing and reviewing documents including board minutes, resolutions, announcements, circulars, quarterly reports, interim/annual reports and other corporate publications
- Liaise with clients, other professional parties and government authorities

Bright Smart International (H.K) Limited

(a company listed on the Main board of the SEHK, stock code 1428)

COMPANY SECRETARY ASSISTANT

Nov 2012 – Jun 2013

Duties:

- Assisted in provide full spectrum of company secretarial duties to the Company and its subsidiaries and over 400 private companies

EDUCATION

Hong Kong University of Science and Technology (HKUST)

Bachelor of Science Degree in Biochemistry

2008 – 2011

St. Clare's Girls' School

2001 - 2011

HKALE (Chemistry: B Biology: C)

HKCEE (Full Certificate)

KEY SKILLS AND COMPETENCIES

- Good knowledge of corporate secretarial practice, familiar with Companies Ordinance, Listing Rules and other relevant rules and regulations
- With experience and in depth knowledge of CSA software and Viewpoint system
- Good command of English and Chinese including Putonghua