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Education

- Sep 2009 – Jun 2011 **City University of Hong Kong**
Master of Science in Professional Accounting and Corporate Governance
- Sep 2006 – Jun 2008 **Lingnan University**
Bachelor of Business Administration (Hons)
- Sep 2005 – Jun 2006 **HKUSPACE Community College**
Higher Diploma in Cooperate Communication and Management
(Not completed as entered Lingnan University through Non-JUPAS)
- Sep 1997 – Jun 2005 **Hoi Ping Chamber of Commerce Secondary School**
F.1 – F.7; completed Hong Kong Certificate of Examination & Hong Kong Advanced Level Certificate

Working Experience

- May 2014 – May 2017 **CLP Holdings Limited**
Company Secretarial Officer
- Preparing the relevant disclosure documents required by the Listing Rules and Companies Ordinance
 - Preparing the regulatory compliance checklist to ensure the Company is in compliance with the Listing Rules, SFO and Companies Ordinance during the interim/year ended
 - Preparing and reviewing all relevant documents (e.g. memo to the board of directors, board papers) in order to comply with the Company Management Authority Manual (i.e. an internal compliance manual)
 - Assist in preparing Annual/Interim reports and Annual General Meeting
 - Preparing and reviewing the regulatory compliance forms/documents under different jurisdictions such as Hong Kong, BVI, the Cayman Islands...etc.
 - Liaising with internal and external parties in order to maintain and update the statutory records of the companies
 - Monitoring and reviewing the forms/documents prepared by the assistants and/or the registered agents
 - Assisting for the ad-hoc assignments/projects as assigned from time to time

Oct 2010 – Apr 2014

BMI Listed Corporate Services Limited

Senior Company Secretarial Officer

- Monitoring and supervising the assistants to prepare the periodic results announcements, reports, circulars and the related documents like the minutes and notices of meetings
- Preparation of relevant disclosures required by the Listing Rules, SFO and Companies Ordinance
- Liaising with the clients, SEHK, lawyers, financial advisers and all relevant parties regarding the company secretarial projects
- Assisting the Director for the ad-hoc projects and tasks as assigned from time to time

Jun 2008 – Jul 2010

Bank Consortium Trust Company Limited

Associated Scheme Administrator

- Correspond with different company on the details of their mandatory contribution

Other Qualifications

Dec 2012 – Present

Associate Member of The Hong Kong Institute of Chartered Secretaries

Dec 2012 – Present

Associate of The Institute of Chartered Secretaries and Administrators

Skills

Typing Skills

English Typing: 50wpm

Chinese Word Processing: 40 wpm

Computer Skills

Proficient in Word, Excel, PowerPoint, CSA and ViewPoint

Language Skills

English: Good

Cantonese: Native Speaker

Mandarin: Good

Availability

Immediately available

Current Salary

\$33,000 with discretionary bonus

Expected Salary

\$34,000 - \$35,000 (Negotiable)