

YEUNG Yi Man, Queenie

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Work Experience**July 2015 - Current Officer – Share Registration at Tricor Services Limited**

- Handling various share registration assignments (i.e. Allotment of Shares, Distribution of Dividends, Open Offer, Cash Offer and etc.) in accordance with the listing rules for the Main Board and GEM of the HKEX and legal regulations of Cayman Islands, Bermuda and etc.
- Assist and support Initial Public Offering (IPO) & Privatisation Projects
- Handle shareholder enquiries
- Act as a scrutineer in General Meetings

Apr 2014 - Jul 2015 Part-time Call Agents at E.C. Fix Technology Limited

- Handle technical enquiries from HP, Jockey Club & Chanel end-users
- Provide administrative and operational support
- Assist in formulation and making amendment of call flow

Education**2011-2015****Hong Kong Shue Yan University Year 4**

Degree: Bachelor of Business Administration (Hons)

Concentration: Financial Services & Planning

Subjects: Tax Planning, Insurance &

Investment Analysis and Portfolio Management

Honor: Upper Second

2009-2011**Hang Seng School Of Commerce**

AS Levels: U.E (D) Chinese Language and Culture (C)

2002-2009**Lingnan Secondary School**

Chinese (B) English (D) Mathematics (B)

Principles of Accounts (A) Economics (A) Commerce (B)

Academic Achievement

Honour Roll Certificate for Second Semester 2014- 2015 , Shue Yan University

Honour Roll Certificate for Second Semester 2013- 2014 , Shue Yan University

International Qualification

Level 2 Book-keeping and Accounts 2009, London Chamber of Commerce and Industry

Level 1 Book-keeping and Accounts 2008, London Chamber of Commerce and Industry

Language

Fluent in Mandarin, Cantonese and English

Date Available

1 Month Notice

Expected Salary

HK\$17,500