

Resume

PERSONAL PARTICULARS

Name : Liu Ka Mei, May
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Tung Kin House.
Tai Hang Tung Estate.
Shek Kip Mei. Kln. Hong Kong.



Career Objective

To obtain Personal Assistant / Secretary which is a strong dedication to the guest satisfaction and an excellent communication skills and professionalism can be fully utilized.

Working Experiences

ECrent Worldwide Company Limited (Hong Kong Listed Co. 1178)

Company Website : <http://www.ecrent.com>

Jan 2015 – Jul 2017

Title : Personal Assistant to Chairman (Company Size : Below 50)

Responsibility :

Personal Assistant (PA)

- Intensive travel arrangement : Scheduling, itinerary and accommodations.
- 6 House maids, 2 drivers & 1 vessel captain contract renewal and expenses claims
- 10 cars, 2 vessels, 6 properties maintenance with license renewal and leasing.
- House renovations & house building arrangement with workers.

Executive Assistant (EA)

- Presentation kits preparation with meeting arrangement, client meetings
(Successful case : rental powerbank project with 7-Eleven, Sino hotel groups)
- Online & offline Marketing : social media platform, poster etc.
- PR management with media exposure for interview, news clipping, etc.



Company Secretary

- To maintain record and apply for companies BR, CI, COI, Incumbency and renewal.
- Responsible for full set up new companies : HK & offshore companies with all documents
- Preparation of Bought & sold note, instruments of transfer, Annual Return (NAR)
- Bank account opening, stock account opening.

Office Manager (OM)

- Office relocations : property searching, renovations, logistics arrangement
- Administrative work : delegate work for junior staffs and OA for office operations

Convoy Financial Services Ltd. (HK Listed Investment Financial Agency No.1019)

Company Website : <http://www.convoyfinancial.com>

Aug 2011 – Sep 2014

Title: Personal Assistant to Deputy Director (Team Size : 700 ppl)

Responsibility:

- Daily Email correspondence with clients, both internal and external parties
- Preparation of Agenda, minutes and powerpoint presentation.
- Intensive arrangement in travel schedule, itinerary, and accommodations.
- Coordinate and organize all training, marketing events, bonding programs.
(E.g HKCEC expo, University career talk, training Events)
- Preparation in materials – creating booklet, poster, brochures.
- HR duties: Job posting for recruitment & conduct interview

The Prudential Assurance Co. Ltd. (Listed Insurance company)

Company Website : <http://www.prudential.com.hk>

(Tam Siu To & Co. & Chan Man Kuen)

Mar 2010 – Jul 2011

Title: Secretary to Agency Director (Team Size : 80ppl)

Tel : 9060-8866

Responsibility:

- HR Duties : Responsible for preparation of salary slips and MPF for teammates.
- Develop and maintain relationship with new and existing clients for inquiries and logistic
- Coordinates and preparation of all marketing events.
- Apply travel visa for clients

Rishi Limited (US Fabric cutting and men's shirting company)

Sep 2008 – Feb 2010

Title: Executive Assistant to a U.S. Director

Responsibility:

- Translation for Director & factory.
- Provide Personal & administration support to office operation.
- Follow up client orders between HK office and U.S. office.
- Screen Email on behalf of director and help marking schedule for meetings
- Handle incoming calls and respond to client enquiry
- Responsible for contacting factory and shipping I/E documents.

Darvick Enterprises Limited (Fashion Design exporting company)

Aug 2006 – Aug 2008

Title : Fashion Designer

Responsibility :

- Occasionally travel to China for training junior draftsman / designer
- Design infant wear, men's wear, women's wear and toddler wear for exporting

Education Level

2015 – 2016 : **University of Bedfordshire**

BA (Hons) in Business Management

Tel : 9060-8866

2010 : Hong Kong Management Association (HKMA)

Certificate in Secretarial And Administration







2005 – 2010 : Hong Kong Institute of Vocational Education

Higher Diploma In Fashion Design & Product Development







1995 to 2001: Shek Lei Catholic Secondary School

Hong Kong Certificate Of Education Examination (HKCEE) [2000]


Computer Knowledge :

-  MAC computer knowledge
-  MS Office : Word, Powerpoint, Excel, Frontpage, Outlook
-  Chinese Word Processing : 40 wpm
-  English Word Processing : 65 wpm
-  Drafting Software : Illustrator, Photoshop, Prima Vision, Modaris.
-  Skills : Pivot table, vLookup, Mail merge.

Attributes :

-  Mature
-  Very high Level of Integrity
-  Strong Team building skill
-  Team player
-  Excellent Organizational skill
-  Excellent Interpersonal Skills

Current Salary:

-  HKD 35,000 / Month
- (+ Double Pay)
- (+ Medical In-patient & Out-patient)
- (+ Discretionary Bonus)

Expected Salary:

-  HKD35,000 / Month

Availability:

-  Immediate