

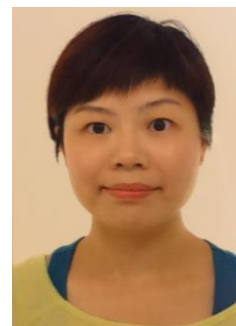
**SIU Yee Wan Amanda 蕭依韻**

**Tel:** 9823 6882

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**Address:** Flat 716, Po Tai House, Po Lam Estate, Tseung Kwan O,  
New Territories, Hong Kong

**Marital status:** Married



I am a self-motivated person and a good team player. I am a quick learner and enjoy learning new knowledge. I consistently strive to achieve the best results in all my work. I can apprehend different new concepts in a short period of time.

### Working Experience

11/2015 – Present

#### **Hongkong Managers and Secretaries Limited - Senior Officer (Corporate Services Division of PKF Hong Kong)**

- Handle a full spectrum of company secretarial duties for companies incorporated in Hong Kong, BVI, and Cayman Islands;
- Ensure compliance with company policies and procedures;
- Liaise with internal and external parties for company secretarial matters;
- Assist in providing coaching and support for junior members of the team;
- Handle in payroll matters such as to prepare monthly payroll calculations, final payments, MPF contribution and tax return matters;
- Manage and maintain payroll system in line with client's payroll policy;
- Handle in share registration services including processing and registering share transfers, transmission of shares, replacement of lost share certificates, attending the Annual General Meeting and public enquiries;
- Assist in preparing the interim/annual reports, announcements and circulars of the listed company; and
- Assist in ad hoc projects as assigned by the department head or Team Manager.

05/2015 – 11/2015

#### **P & B Services Limited - Company Secretarial Senior**

- Handle a full range of company secretarial duties relating to Hong Kong private companies; and
- Maintain proper company's statutory books and records in compliance with laws and regulatory.

12/2007 - 04/2015

#### **Hongkong Managers and Secretaries Limited - Senior Company Secretarial Assistant**

- Liaise with internal and external parties for company formation, maintain and handle full set of company set of company statutory records for Hong Kong, BVI and Cayman Islands companies;
- Update and maintain statutory records and filing system;
- Prepare and arrange statutory filings for both Hong Kong and offshore companies;
- Assist in opening bank accounts;
- Liaising with Corporate Agents for Certificate of Incumbency/ Good Standings, etc.;
- Support monthly payroll operation such as data input, preparation and payroll processing; and
- Prepare MPF, Payroll and filing of employee tax returns.

07/2007 - 11/2007

**Regent Corporate Consultants Limited - Assistant Company Secretary**

- Setting up and maintaining registers and records of new companies and updating for existing companies;
- Prepare board and shareholders minutes and resolutions;
- Filing all compliance returns; and
- Routine office administration.

08/2004 - 07/2007

**Precise Secretarial & Accountancy Service Limited - Company Secretary**

- Preparing written resolutions for Annual General Meeting
- Preparing and filing documents in relation to the annual return, change the company's registered office, change of directors and change of particulars of directors etc.
- Update and maintain proper statutory records;
- To assist with general book keeping duties for clients and the firm;
- Responsible for general office administration work; and
- Assist in performing any other duties as assigned by the Supervisors.

10/2003 - 08/2004

**Grand Far East Limited - Administrative Officer**

- Handle daily office administrative and office maintenance work;
- Make travel arrangements including visa applications, booking of airline tickets and hotel accommodation;
- Assisting in organization corporate events, staff activities and provide logistics support for the functions; and
- Provide support in reception duties.

09/2000 - 04/2002

**British Rollmakers Limited - Accounts and Shipping Officer**

- Assist in Import / Export shipping documents; Hong Kong and China custom declaration and warehouse related jobs;
- L/C handling and other clerical logistic supports; and
- Liaise with freight forwarders / shipping companies and vendors for shipping arrangements.

09/1996 - 08/2000

**W. C. Chan & Co. - Company Secretary Assistant**

- Preparing written resolutions for Annual General Meeting
- Preparing and filing documents in relation to the annual return, change the company's registered office, change of directors and change of particulars of directors etc.
- Update and maintain proper statutory records;
- Perform routine accounting data entry work and cheque payment;
- Responsible for general office administration work; and
- Assist in performing any other duties as assigned by the Supervisors.

Education

2010

The Hong Kong Management Association Certificate in Company Secretarial Practice

- Part I : Company Secretarial Practice

- Part II : Company Law

1995 - 1996

IVE (Kwun Tong Technical Institute) Certificate in Secretarial Studies

1994 - 1995

Kwun Tong Vocational Training Centre Certificate in Business Studies

1993

Kiangsu-Chekiang College (蘇浙公學) Form 5 graduates

Skills

Microsoft Office including Word, Excel and Powerpoint

CSA Expert (Company Secretarial Software)

Current Salary

HK\$20,500

Expected Salary

HK\$24,000

Availability

1 month Notice