

RESUME SUMMARY

Latest Position	Company Secretary
Years(s) of Work Experience	8 years
Latest Job Function	Company Secretary
Latest Industry Sector	General Business Services
Latest Career Level	Entry Level
Highest Education Attained	Degree
Authorized to work in Hong Kong	Yes
Latest Salary	HK\$19,000
Availability	After - 31/10/2017

PERSONAL PARTICULARS

Gender	--
Age	--
Date of Birth	--
Nationality	Hong Kong
Marital Status	Single
Living Location	Sham Shui Po
Has Driving License	Yes

EXECUTIVE SUMMARY

I am confident that I am the most suitable candidate for this position. I am often regarded as a sociable individual with excellent interpersonal skills. I can establish rapport with my colleagues. I am certain that I will be an efficient and valuable member. My industry exposure will contribute to your company.

EDUCATION

2015 - 2016

University of Greenwich, Degree (major: BA (Hons) Business Studies)

2014 - 2015

Hong Kong Management Association, Diploma (major: Professional Company Secretary For Diploma)

2007 - 2008

Hong Kong School Of Commerce, Diploma (major: Business Studies Of Diploma)

2002 - 2007

Tack Ching Girl's Secondary School, School Certificate (major: F.1 to F.5)

WORK EXPERIENCE

Sheng Tai Secretarial Limited**Company Secretary**

handle company secretarial documents for private companies, and handle the filings with Companies Registry and other relevant regulatory and statutory authorities.

Jan / 2014 - Present
HK\$ 0

Hung Tat Express Int'l Co., Ltd.**Operation & Account Clerk**

Mainly responsible for general accounting duties including AR and AP, journals inputs into the system, daily payments and receipts. Prepare regular account reports. Maintain daily operations and support month end closing
Handle I/E shipping documents and declaration lodgment independently. Contacting and coordinate with external and internal parties for shipment issues and support ad hoc projects.

Apr / 2011 - Present
HK\$ 19000

Sun Life Hong Kong Limited**Financial Planner**

Assesses clients financial objective & risk profile, develops tailor-made investment portfolios by different financial products.
Providing professional advice for clients on Financial Planning & Risk Management, Premium Financing, Wealth Management, MPF services, Retirement Planning, Education Fund.

Dec / 2009 - Nov / 2011
HK\$ 10000

SKILLS (OPTIONAL)

Good at MS Word, Excel, PowerPoint, Chinese Word Processing
Positive attitude with Interpersonal and Communication Skills

LANGUAGES (OPTIONAL)

Spoken: Cantonese, Mandarin, English

Written: Chinese, English