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**A n n i c e Y e u n g S i u W a**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Career Objective | Seeking a position in financial institutions that can utilize my skills and knowledge, and allow me to incorporate my experience in banking industries and therefore leading to a stable growth for the company. | | | | | | | |
| Education | 2007 – 2011 | | Hong Kong Shue Yan University | | | North Point, HK | | |
| * **BA (Hons) in Economics & Finance (Total GPA: 3.27/4)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Major Subjects: | | International Economics  Financial Risk Analysis and Management  Wealth Management and Planning | |  | | 1999 - 2006 | | Law Ting Pong Secondary School | | Tai Po, HK | | | | * Certificate of Advanced Level Examination (Business Steam) | | | | | | | | | | | | | | | |
| Experience | 2012 Sept – 2015 Oct | | | Bank of East Asia, Limited | | | | Kwun Tong, HK |
| * **Private Trust Assistant (Trust & Fiduciary Services Department)**  |  |  | | --- | --- | | Responsibility: | Handling the day-to-day professional trustee administration works:-  - Private trust accounts  - Corporate share award schemes and  - Hong Kong Estates  To handle the regular operation matters of the trusts/underlying private companies:-  - Bank account opening  - Payment/remittance,  - Investment settlement and  - Company secretarial matters | | | | | | | | |
| 2011 Sept – 2012 Aug | | | China Construction Bank (Asia) | | | | Tai Po, HK |
| * **Personal Banker Trainee**  |  |  |  |  | | --- | --- | --- | --- | | Responsibility: | | Perform comprehensive and professional general banking service to customers  Perform consultation in insurance and investment  Perform wealth management planning to customers  Prepare branch and self- documented works  Maintain the branch documentation system | | | 2009 Jul – 2010 Jan | | Global View (H.K.) Co., Ltd. | | | |  | | | * **Part-time Promoter (Instant-Dict & other electronic appliances)** | | | |  | | | | | | | | | | |
| 2006 Jul – 2009 Jan | | | Group Sense Ltd. | | |  | |
| * **Part-time Promoter (Instant-Dict & other electronic appliances)**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Responsibility: | | Help achieve sales target  Perform strong and effective negotiations  Develop a strong clientele base  Problem solving when conflict arise  Perform high standard of merchandise presentations | | | | | 2008 Jul – 2008 Sept | | | U-Right Ltd. | |  | | | * **Sales Representative (Summer Job)**  |  |  | | --- | --- | | Responsibility: | Handle daily cashier duty  Promote and make sales of clothing  Maintain and design the outlook of the shop  Transfer and manage the need inventory  Weekly reporting and reviewing documentation | | | | | | | | | | | | | |
|  | Skills acquire from work experiences: | | | | Communication skills  Organization skills  Time Management  Problem solving  Team work  Creativity  Self-motivate | | | |
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| Additional Skills & Achievement | * Qualified license holder in SFC RA 1 & 4 * Qualification in IIQE license 1, 2, 3 and 5 in 2011 * Distinction in LCC Level III, I, Credit in Level II of Certificate in Accounting in 2003, 2004, 2006 * Swiss Re Steve Jasek Scholarships Award in 2010-2011 * Honour Roll in Spring 2008, Fall 2009, Spring 2009, Fall 2010 * Fluent in English, Cantonese, and Mandarin * Skilled in Windows, Internet ,E-mail, MS Word, Excel, Power Point * Typing: English 35 words per minute and Chinese about 35 words per minute | | | | | | | |
| Availability |  | Immediate | | | | | | |
| Expected Salaries |  | $ 19,000 (negotiable) | | | | | | |
| References |  | Available Upon Request | | | | | | |