# Lee Chi Ho Zeke

**Email zekelee2013@gmail.com | Mobile (+852) 6654 5421**

**Current Salary: HK$ 13,000**

## Profile Highlights and Career Goal

Trained with integrated Business Management with solid working experience in Company Secretarial, Human Resources related assignments and administrative support in private and public sector, Zeke demonstrated himself as an honest person, supportive team player, efficient communicator, fast learner and enthusiastic problem solver with business sense and ethics. Zeke targets to contribute to businesses and create value for internal customers and clients by practicing his value of lifelong learning and emphasizing workforce competence.

## Working Experience

Gaw Capital Partner – Gaw Capital Advisors Limited June 2017 – Dec 2017

***Corporate Secretary Assistant, Corporate Secretary Department***

* Assist in company secretarial duties in Hong Kong and offshore companies
* Prepare minutes with respect of incorporation, board resolution, change of directors,

transfer of shares, bank account opening documents and other related corporate documentation

* Update and maintain statutory records and filing system in both softcopy and hard copy
* Provide administrative support to various private equity funds
* Issue and update Capital account statements, Management Fee invoices, Capital Call notices

and Distributions to Investors

Hitachi Group - Hitachi (Hong Kong) Limited July 2016 – April 2017

***Human Resources Assistant (Contract), HR & GA Department***

* Support daily HR operations for Recruitment & Selection and Training & Development
* Provide end-to-end Recruitment Services in junior openings
* Provide administrative supports in Executive Trainee Programme
* Assist in the logistics of internal training and Hitachi Group Training programmes
* Facilitate activities for employees’ relations building with sub-committee members
* Perform any ad hoc tasks assigned by the team

The Independent Checking Unit (ICU), Housing Department May 2014 – July 2016

***Temporary Part-time Contract Service Clerk - Cathay Employment Agency***

***Data Processing and Clerical Clerk - Hitech Personnel Agency Co Ltd***

***Clerical and Data Input Assistant - Apex Consultants Limited***

* Record all in-coming and out-going documents/correspondence in ICU’s file/IT system.
* Verify the data of in-coming documents against those stored in ICU’s database

for contractors and building professionals.

* Assist in other clerical and data input work as assigned by Housing Department representatives.

## Education

* Studentship of The Hong Kong Institute of Chartered Secretaries (HKICS)
  + International Qualifying Scheme (IQS) Examination
  + (Subject exemptions: Strategic & Operations Management and Hong Kong Financial Accounting)
* Bachelor of Commerce (Honors) in Human Resources Management, HKBU
  + Second Class (Division I) Honours
  + Member of Beta Gamma Sigma (BGS), Since 2016  
    BGS induction is by invitation only to students who are:  
    Undergraduates in the top 10 percent of the final year or in the top 5 percent of the next to last year of study; postgraduates in the top 10 percent; or PhD graduates.
  + Academic Honours: Dean’s List, 2014 – 2016

## Extracurricular Activities

**Internal Vice President**

**The 5th Executive Committee**

**Hong Kong Baptist University Students’ Union Society of Human Resources** April 2015 – March 2016

* Assist the President in duties assigned.
* Lead a team of 9 committee members to plan, organize and   
  execute various events serving approximately 100+ student members   
  for the session 2015-2016.

**Team Representative in “Intervarsity Undergraduate Practicum Scheme (IUPS) 2015”**

**Organized by the International Institute of Management (IIM)** June 2015 – July 2015

* Coordinate with 4 students from different universities to plan and present   
  a consultancy project to Client Company for a period of 6 weeks.

***Business Consultant trainee***

Serving in the client company - Hong Yip Services Co., Ltd.

* Conduct research, data collection and analysis on the needs and issues   
  of the client through interviews to translate their requirements   
  into well formulated solutions.
* Present findings and recommendations to the client   
  using business proposals and presentation decks.
* Interact closely with client through regular project updates and networking.

## Language & Skills

* Fluent in Chinese, English and Mandarin (Written and Spoken)
* IELTS: Overall Band Score 6.5 (Listening 6.0, Reading 7.0, Writing 6.5, Speaking 6.5)
* Common Recruitment Examination (CRE): Level 2 in Use of English & Use of Chinese
* Computing skills: MS Word, Excel, PowerPoint, Outlook, Chinese and English Word processing

## Referees

* Senna Cheung, Senior Human Resources Manager  
  The Hong Kong and China Gas Company Limited  
  Email: [senna.cheung@towngas.com](mailto:senna.cheung@towngas.com) | Tel (+852) 2963 3887
* Dr. Felix Yip, Associate Director   
  Centre for Human Resources Strategy and Development (CHRSD)  
  Email: [felixyip@hkbu.edu.hk](mailto:felixyip@hkbu.edu.hk) | Tel (+852) 3411 5514

**Expected Salary: HK$ 15,000 Availability: 2nd January 2018**