***Resume***

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| Name | : | Tse Yik Chun, Eric 謝亦進 |
| Gender | : | Male |
| HKID No. | : | Z922979(6) |
| Date of Birth | : | March 30, 1988 |
| Place of Birth | : | Hong Kong |
| Marital Status | : | Single |
| Address | : | Flat J, 14/F, Block 2, Saddle Ridge Garden, Ma On Shan, Hong Kong |
| Contact No. | : | 9634-4573 (Mobile) |
| Email | : | eric\_tse2003@yahoo.com.hk |

**Education**

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| September 2015 to Present |  | **The Hong Kong Polytechnic University** |
|  |  | Master of Corporate Governance |
| October 2009 to May 2010 | : | **Northumbria University** |
|  |  | BA (Hons.) in Business Management |

**Working Experiences**

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| |  |  |  | | --- | --- | --- | | September 2010 to May 2012 and April 2015 to June 2017 | | | | Company Name | : | **Intertrust (Hong Kong) Limited** | | Last Position | : | Senior Company Secretarial Administrator | | Job Duties | : | * Handle full range of company secretarial assignments for both Hong Kong and Offshore companies; * Handle administration works of Trust (e.g. set up, distribution, deed of gift, deed of assignment, vesting and annual review); * Develop and maintain good relationship with clients under my portfolios (include two star clients of Hong Kong office) and the portfolios of my superiors; * Being the coordinator to coordinate with other offices in different jurisdictions for the completion of clients’ assignments and preparation of budget for coming year; * Assist business development division to explore new business from existing clients, refer of new business to other divisions and other offices and negotiate and setting the fee schedule with clients; * Handle several compliance projects (i.e. Common Report Standard, FATCA), and internal compliance issues (i.e. New Client Acceptance, Regular file review); * Report the financial performance of the star clients to Financial Director of Hong Kong office; and * Members of Event Committee of Hong Kong office. |   **Work Experiences (Continue)**  August 2014 to March 2015 | | | |
| Company Name | : | **AIA International Limited** |
| Last Position | : | Wealth Management and Protection Manager |
| Job Duties | : | * Share Wealth Management knowledge and market view to client; * Introduce Company's products (e.g. Unit-Links products, MPF, group medical, saving plans, insurance, capital investment immigration, etc.) and provide suitable financial solutions to client; and * Provide after sale services to client. |

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| March 2014 to June 2014 | | |
| Company Name | : | **First Advisory Management Services (HK) Limited** |
| Last Position | : | Junior Trust Officer |
| Job Duties | : | * Handle full range of company secretarial assignments of Hong Kong companies; * Assist Senior Trust Officer to review the trust structure; * Handle administration works of trust underlie offshore company; and * Follow Managing Director to meet with private bankers. |

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| May 2012 to September 2013 | | |
| Company Name | : | **KCS Hong Kong Limited** |
| Last Position | : | Secretarial Officer |
| Job Duties | : | * Specifically handle company secretarial assignments of Hong Kong company and Part XI company (e.g. Annual Return, Annual General Meeting, incorporation, change of corporate structures, transfer of shares, liquidation and deregistration etc.); and * Liaise with China-appointing attesting officer for applying the notarial certificate and arranging the certificate to be notarised and legalized. |

**Professional Qualification**

The Hong Kong Institute of Chartered Secretaries – Studentship (Student no. 4655220)

**Skills**

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| Spoken Language | : | Cantonese, English and Mandarin |
| Written Language | : | Chinese, English |
| Computer Knowledge | : | Windows and Mac OS, Microsoft Office, CSA Professional Plus and ViewPoint |
| Typing Skill | : | Chinese (20wpm) and English (40wpm) |

**Expected Salary and Availability**

HK$27,000 (negotiable) and immediate available