**CHEUNG, HIU WAI**

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| Contact No.:  Date of Birth: | 9681 2265  1 October 1992 |
| Email:  Home Address:  Nationality:  Availability: | [ssscarlettcheung@gmail.com](mailto:ssscarlettcheung@gmail.com)  Flat K, 22/F., Block 1, Harmony Garden, 9 Siu Sai Wan Road, Chai Wan, HK  Chinese  24 July 2017 |

**Working Experience:**

-11/2016 to 05/2017

China Investment Development Limited

Position: Administrative Secretary

**Responsibilities:**  
-Providing administrative support to the Director, including corporate

scheduling, venue booking, catering and travel arrangements

-Assist in the daily operation of the office; Material procurement

-Arrange courier, Handling administrative documents, Responsible for the reception and receive calls

-Finish the tasks for supervisor or colleagues

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-10/2015 to 10/2016

Leader Vision Limited

Position: Personal Assistant to Director

**Responsibilities:**  
-Providing administrative support to the Director, including corporate

scheduling, venue booking, catering and travel arrangements

-Coordinating all of the director's incoming and outgoing communications and preparing correspondence

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-06/2011 to 09/2015

SME Financial Advisors Limited

Position: Personal Assistant to Director

**Responsibilities:**  
-Providing administrative support to the Director, including corporate

scheduling, venue booking, catering and travel arrangements

-Assist in the daily operation of the office; Material procurement

-Arrange courier, Handling administrative documents, Responsible for the reception and receive calls

-Research, directed by the director

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**Education:**

- HKCEE - 2010

- Maria College

**Skills:**

- Strong analytical skill, time management

- Ability to work in a team environment

- Fluent in English, Cantonese and Mandarin

- Proficiency in PC & MAC Software

e.g. MS Word, Excel, PowerPoint & iWork’s