**CHRISTINE KAM**

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Language: Native Cantonese, fluent English and Mandarin

**CAREER SUMMARY**

* Versatile, over 10-year experience in the financial industry (9-year in administrative and secretarial areas; 2-year in customer service and sales).
* Possess excellent communication, interpersonal, planning and execution skills, consistently enabling excellence in performance.
* Skilled at identifying and resolving process bottlenecks to ensure operations efficiency, providing specific design solutions.

**SKILLS**

∞ Administration and Coordination ∞ Business Development

∞ Corporate Communications ∞ Market Research and Analysis

∞ Business Management ∞ Project Management

**PROFESSIONAL EXPERIENCE**

**Focusing on MBA Study (Jan 2017 – Now)**

**The Carlyle Group**

***Executive Assistant to the Managing Director****,* ***Aug 2016 – Jan 2017***

***(\*Maternity coverage; Reason for leaving: contract ended)***

* Provided executive assistance to the Managing Director in business management and investor relations aspects of The Carlyle Group, one of the world’s top private equity companies;
* Managed travel and expense reports, and extensive meeting schedule with investee companies;
* Assisted in organizing regional fund-raising marketing activities and investors conferences in the Greater China region;
* Extensive liaison with internal/external stakeholders and senior management across the region/headquarters.

**China Construction Bank International (CCBI) Limited**

***Team Secretary in the Asset Management Division,******Oct 2015 – Jan 2016***

***(\*Maternity coverage; Reason for leaving: contract ended)***

* Offered team support and coordination;
* Managed visa applications, travel arrangements and expense/ medical claims for the team members;
* Assisted in preparing meeting materials and proposals.

**Principal Global Investors (Hong Kong) Limited**

***Administrative Assistant****,* ***Aug 2014 – Jul 2015***

***(\*Reason for leaving: personal issue – left Hong Kong for a while)***

* Provided executive support to the Chief Operations Officer, Managing Director and Compliance Director, including travel arrangements, daily schedules, expense/ medical filings and personal tasks etc.;
* Assisted the Sales team with their intensive business travels, especially managed logistics for investment meetings/ conferences in China and simple document translation (Traditional/ Simplified Chinese);
* Worked closely with the Compliance Director to cultivate good company compliance and governance practice, assisted in annual return filings, company registry updates, organizing and coordinating regular board meetings as well as meeting minutes;
* Organized various team events and maintained office facilities/ filings.

**Aston Carter International Hong Kong Limited**

***Team Coordinator, Feb – Aug 2014***

***(\*Reason for leaving: team restructuring)***

* Responsible for HR contracting functions; worked effectively with UK compliance team to prepare and manage contractors’ employment documents, issue termination and reference letters as well as maintain employees’ data base;
* Handled clients’/ candidates’ enquiries and scheduled interviews accordingly;
* Performed as a Personal Assistant for the Country Manager, tasks include generating sales performance reports and organizing team events;
* Supported 15 team members with calendars management, room bookings, business card printing, stationery ordering, and expenses claims etc.

**Ziff Brothers Investment Asia Ltd**

***Administrative Assistant, Nov 2009 – Dec 2013***

***(\*Reason for leaving: business closure in Hong Kong)***

* Performed as a Personal Assistant for the Trading Team and the Office Manager, assisted in travel and meeting arrangements, expense/ medical claims etc.;
* Successfully promoted six months after joining the firm; supervised two Receptionists & one Cleaning Lady;
* Created and controlled the central filing systems for the office (keys, accounting reports, and compliance filings);
* Maintained office facilities, organized teambuilding events, coordinated logistics for Admin team retreat and annual company events;
* Systematically handled all accounting invoices and payments;
* Maintained HR system (e.g. staff leave records, documents for new hires etc.).

**MGPA (Asia) Limited (formerly Macquarie Global Property Advisors)**

***Receptionist, Nov 2007- Jun 2009***

***(\*Reason for leaving: team restructuring)***

* Performed all-round Receptionist duties, covering telephone calls, greeting guests, maintaining conference room schedule, setting up video conferencing/ webcast/ projector for meetings as well as managing mail and courier deliveries;
* Fulfilled office administrative responsibilities: monitoring inventory of office supplies, equipment maintenance, and central filings;
* Assisted the E.A. team with travel arrangements, quarterly reports creation, events organizing and other ad-hoc assignments.

**The Bank of Tokyo-Mitsubishi UFJ, Ltd.**

***Assistant Supervisor in the Japanese Corporate Department, Jan - Aug 2007***

* Provided support to the General Operational Affairs and Transactions teams;
* Handled and prioritized multiple tasks, including various administrative duties, marketing back-ups and operations;
* Managed timely deliveries for all important documents.

**Standard Chartered Bank**

***Direct Sales Representative, Jun 2005 - Mar 2006***

* Served walk-in customers and promoted banking products;
* Followed up on applications and performed as a telephone sales for specific projects;
* Achieved monthly sales targets;
* Awarded “Millionaire Award” for outstanding performance.

**DBS Bank**

***Customer Service Representative, Consumer Banking Division, Nov 2003 - Nov 2004***

* Efficiently managed customer enquiries on banking products and account information as well as handled customer complaints;
* Interacted well with team members and provided support for continuous service improvements;
* Successfully achieved desired service level.

**EDUCATION**

**University of Manchester, U.K.**

Master of Business Administration (2016 – 2018)

**University of Plymouth, U.K.**

BSc (Honors) in Business Management, First Class Honors (2013 – 2015)

**The University of Hong Kong (S.P.A.C.E.)**

Advanced Diploma in Corporate Administration and Governance, Merit (2009 – 2011)

**Nauvoo-Colusa High School, Illinois, USA**

Honorable Mention 3 of 4 quarters; GPA: 3.59(2000 – 2002)

**PROFESSIONAL DEVELOPMENT**

**International NLP Professional Institute**

* Certified Practitioner of Neuro-Linguistic Programming (2007)
* Diploma in Applied Psychology (2007)

**Availability: Immediate**

**Expected Salary: Negotiable**