**CURRICULUM VITAE**

**Personal Details**

Name: Cheuk Wai Ying, Cherrie

Tel: 60195651

Email: cherriecheukcwy@gmail.com

**Education**

* Bachelor in Business Administration, University of Portsmouth (2009-2011)
* Advanced Diploma of Marketing, Hong Kong University of Science & Technology, College of Lifelong Learning (2006-2008)
* HKALE, Lions College (2002-2004)
* HKCEE, Tak Nga Secondary School (1997-2002)

**Language**

* Cantonese, written and verbal (Fluent)
* English, written and verbal (Fluent)
* Mandarin, written and verbal (Fluent)

**Other Skills**

* Microsoft Word
* Microsoft Excel
* Microsoft Powerpoint
* Lotus Notes
* Chinese Typing

**Career History**

Employer: Hony Capital Limited

Company Background: Hony Capital is a Chinese private equity firm owned by Legend Holdings.

Title: Senior Secretary (Apr 25, 2016 – Present)

Job Duties:

* Provide personal and secretarial support to two Partners & Managing Director;
* Maintain executive calendars; arrange appointments and meetings;
* Handle intensive travel arragements and expenses reimbursement;
* Drafting email business correspondence on and managing MD’s email database;
* Plan and coordinate internal and external meetings and prepare meeting minutes;
* Handle any ad-hoc tasks and projects assigned by Managing Directors

Employer: BNP Paribas Hong Kong

Company Background: BNP Paribas is a French bank and financial services company with

Global headquarter in Paris.

Title: Secretary (Feb 9, 2015 – Apr 22, 2016)

Job Duties:

* Provide Personal Assistant role to Head of Human Resources, Hong Kong;
* Maintain the HR Head’s calendar in smooth and trouble free manner;
* Handle phone calls and general enquiries;
* Perform first class clerical duties, including typing, photocopying, scanning, faxing, mailing and filing;
* Handle office administrative duties for the whole HR floor.

Employer: BASF East Asia Regional Headquarters Limited

Company Background: BASF is the world’s leading chemical producer with headquartered in

Germany. BASF’s portfolio ranges from chemicals, plastics, performance

products and crop protection products to oil and gas. The BASF Group

has employed 112,000 employees globally and comprises [subsidiaries](http://en.wikipedia.org/wiki/Subsidiary)

and [joint ventures](http://en.wikipedia.org/wiki/Joint_ventures) in more than 80 countries and operates six integrated

production sites and 390 other production sites in Europe, [Asia](http://en.wikipedia.org/wiki/Asia),

Australia, [Americas](http://en.wikipedia.org/wiki/Americas) and [Africa](http://en.wikipedia.org/wiki/Africa).

Title: Executive Secretary, Operational Excellence Asia Pacific

(Aug 8, 2011 – Nov 2, 2014)

Job duties:

* Provide executive secretarial & administrative support to the Indian Director and a multinational team around 15 staff with different nationalities across German, Korean, Indonesian, Japanese, Malaysian, Australian, Singaporean & Chinese;
* Handle complicated calendar management for the Indian Director;
* Handle extensive business travel arrangements, including flight booking, hotel reservations, visa applications for the Director and the team;
* Handle finance and clerical duties, including expense claims, conference room bookings, preparation of presentation for the Director and the team;
* Provide office administration support to the whole team such as office support, meeting arrangements, new joiner orientation, equipment maintenance issues;
* Organize offsite quarterly regional meeting / workshops (around 30 colleagues) and annual conferences (around 180-250 colleagues) including venue selection, site inspection, preparation of invitation letters, visa application, participants’ hotel reservations & confirmations, meals & refreshment arrangements and onsite support;
* Monitor the monthly cost of the team by generating cost reports with data analysis and commentaries;
* Set up internal information filing and database for business market intelligence and maintain in a systematic and confidential way for compliance with information security;
* Act as the Company’s Safety Officer to organize regular fire drill & safety inspections;
* Handle ad-hoc tasks and projects that are assigned by the Director and the team.

Employer: DuPont Apollo Limited

Company Background: DuPont Apollo, a wholly-owned subsidiary of DuPont, the world’s third’s

largest chemical company. DuPont Apollo specializes in silicon-based

thin film photovoltaic , (PV) technologies and offers PV modules

to global markets as well as turnkey solutions in selected situations.

Title: Administrative Assistant (3 Nov, 2008 – 7 Aug, 2011)

Job duties:

* Provide senior secretarial support to the Taiwanese Sales Director; Taiwanese New Business Development Director and the sales team of 10 staff;
* Maintain calendars of the Directors;
* Handle extensive business travel arrangements including air-tickets;
* Booking, hotel reservation, visa application for the Directors and the team;
* Provide clerical support such as expenses reimbursement, preparation of presentations, sales report consolidation for the team;
* Handle phone calls and general enquiries;
* Perform general clerical duties, including typing, photocopying, scanning and filing;
* Organize sales meetings and clients visits to Hong Kong laboratory and Shenzhen factory;
* Organize company events, such as annual dinner, Christmas party for Hong Kong office and Shenzhen factory;
* Manage the schedule of Company’s driver;
* Prepare Company insurance and policies according to the Group’s guidelines;
* Handle any ad-hoc projects that are assigned by the Directors.

Employer: Avery Dennison Hong Kong B.V.

Company Background: Avery Dennison Corporation is a global manufacturer and distributor of

[pressure-sensitive adhesive](http://en.wikipedia.org/wiki/Pressure-sensitive_adhesive) materials (such as self-adhesive labels),

apparel branding labels and tags, RFID inlays, and specialty medical

products.

Title: Receptionist (3 Mar, 2006 – 13 May, 2008)

Job Duties:

* Provide general reception duties for the Company, size around 300 staff;
* Handle incoming and outgoing calls, including distribution;
* Handle incoming mails, including distribution;
* Coordinate meetings, including booking of conference rooms with breakfast/light refreshment;
* Handle general administrative duties, including office supplies ordering; prepare monthly cost reports for the Administration Manager;
* Manage Company driver’s schedule;
* Assist Admin. Team to coordinate monthly safety checks.

Employer: TVBI Company Limited

Company Background: TVBI Company Limited is a worldwide operating arm of Television

Broadcasts Limited (TVB), one of the world’s largest producers &

distributors of Chinese-language programmes. TVBI’s business includes

telecast & programme licensing, overseas pay TV business, channel

licensing, video licensing, cross-media business & international

advertising sale.

Title: Contract Administrative Assistant (3 Aug, 2005 – 1 Mar, 2006)

Job Duties:

* Provide general office administrative duties for the company, including office supplies ordering, arranging maintenance services for all office equipment;
* Handle intensive travel arrangements for company staffs and artists, including air-ticket booking, hotel reservation and visa application;
* Handle annual tender on corporate travel agency and corporate insurance.

**Current Salary**

$450000 per annum + discretionary bonus

**Expected Salary**

Negotiable

**Availability**

1-month notice