**Noel Fung**

**Personal details**

Name : Noel Siu Wan Fung

Gender : Female

Marital Status : Single

Address : Flat C, 12/F Block 3, Harmony Garden, 9 Siu Sai Wan Road, Hong Kong

Nationality : Hong Kong Chinese

Contact No. : (852) 6347 8838

Email : noelsiuwanfung@gmail.com

**WORKING EXPERIENCE**

**National Australia Bank**

***Executive Assistant to General Manager, Group Development Asia*** *1 May 2006 – 30 Sep 2016*

*Responsibilities***:**

* Provide full spectrum of secretarial and administrative support to the General Manager of Group Development in Asia and his team (2 senior managers) including calendar management (by Microsoft Outlook) and associated tasks, setting up visual/audio conference meetings.
* Assist and organise events for team building, team meetings or conference.
* Assist preparation of sensitive and confidential information for the company merger and acquisition activities.
* Business travel arrangement in line with corporate travel policies, including prior approval, booking airline tickets, car services, hotels, itineraries and the entry of business visas if required.
* Process travel and entertainment expense claims (by Promaster).
* Provide support for visiting executives.
* Business information research for companies in Asia.

**MLC (HONG KONG) LTD**

*(MLC was an insurance company formerly named as CEF Life and it was sold to AXA Hong Kong in 2006)*

***Executive Assistant to Managing Director & CEO*** *2 May 1994 – 30 April 2006*

*Responsibilities***:**

* Provide full spectrum of secretarial support to the Managing Director & Chief Executive Officer of the company including calendar management and associated tasks, setting up visual/audio conference meetings.
* Assist and organise events for team building, team meetings or conference.
* Provide support for visiting executives.
* Business travel arrangement in line with corporate travel policies, including prior approval, booking airline tickets, car services, hotels, itineraries and the entry of business visas if required.
* Process travel and entertainment expense claims.
* Assist preparation of sensitive and confidential information.
* Assist organise the quarterly Shareholders and Board of Directors’ meeting and prepare Board meeting materials.
* Handle clients’ complaints.
* Supervised the company driver and the tea lady.

**FLEISHMAN-HILLARD SCOTCHBROOK**

*(A Public Relations and Advertising Company)*

***Senior Project Co-ordinator*** *Nov 1991 – Apr 1994*

*Responsibilities***:**

* Organise and arrange logistics for press conferences, cocktail/dinner receptions for clients.
* Organise trade missions to visit Hong Kong/China.
* Co-ordinate with suppliers to do clients’ corporate brochure, annual/interim report, promotional leaflet and/or give-aways item/souvenir, commercial advertising.
* Media liaison.
* Client servicing including large corporations in Hong Kong, such as StarTV, Li & Fung, Vitasoy and etc.
* Chinese translation.
* Prepare presentation materials.
* Successful completed projects such as Fashion Show in Vogue Alley in 1992, Schwarzkopf Hair Show in APA in 1993, Citibank Photocard Launch and Citibank Frequent Flyers Passages in 1993, Enviropace plant opening in 1993, Scottish week food promotion in 1993 and Playboy condom launch & promotion in 1994.

**international herald tribune**

***Personal Assistant to Managing Director, Asia Pacific*** *Dec 1989 – Jul 1990*

*Responsibilities***:**

* Provide secretarial support to the Managing Director Asia Pacific including calendar management and all ssociated tasks.
* Business travel arrangement.
* Organise overseas meeting forum.

**EDUCATION**

**OPEN UNIVERSITY**

Areas of Study: Marketing

**COGNITIO COLLEGE**

F5 Graduated with HKCEE Certificate (6 subjects passed including English, Mathematics and a distinction in Chinese)

**OTHERS**

**Language skills**

* Cantonese (Native)
* Mandarin (Good)
* English (Fluent)

**it skills**

* MS Windows
* MS Word, Excel, PowerPoint, Adobe Acrobat
* Lotus Notes and Microsoft Outlook

**TRAINING Courses**

* Mediation
* Negotiation Skill
* Putongua (Advance)
* Business Correspondence Writing (Advance)
* Secretarial Training

**reference**

* Bob Bettridge – Former General Manager, Group Development Asia, National Australia Bank (from 2006 to 2016) and also former Managing Director & CEO of MLC Hong Kong Ltd (from 2002 to 2006); by email to pipnbob@gmail.com or Mobile: +61 429 686 634
* Terence Wu – Former Managing Director & CEO of MLC Hong Kong Ltd (from 1994 to 2002);

Tel: +852 9491 1166

**expected salary**

Negotiable

**AVAILABILITY**

Immediate