***Resume***

***Personal Details***

**Name**: Kit, CHAN **Sex**: Female

**Nationality**: Chinese **Contact No**.: 6100 6216

**E-mail address**: kitkit1122mail@yahoo.com.hk

***Education Background***

**Period**: Oct 2009

**Name of School**: HKU Space (HKU School of Professional and Continuing Education)

**Qualifications to be obtained**: Certificate in Putonghua

**Period**: July 2004 – October 2004

**Name of School**: The Hong Kong Federation Of Trade Unions Spare Time Study Centre

**Qualifications Obtain**: Certification of Comprehensive Pitman Shorthand

**Period**: Year 2001 – Year 2002

**Name of School**: Y.M.C.A. Of Hong Kong

**Qualifications Obtain**: Associate Diploma in Secretarial Studies

**Period**: Year 1998 – Year 2000

**Name of School**: Ma Ko Pan Memorial College

**Grade**: Secondary 4 – Secondary 5

**Remarks**: Hong Kong Certificate Of Education Examination

**Period**: Year 1995 – Year 1998

**Name of School**: S.T.F.A. Leung Kau Kui College

**Grade**: Secondary 1- Secondary 3

***Working Experience***

**Reason of leaving:** Direct boss has left the firm due to restructuring

**Period:** Jun 2017 – Present

**Name of Company:** STU

**Company nature:** Intellectual Property consultancy firm (Trademark agent)

**Job Title:** Personal Assistant to Director

Duties:

* Participate in all kind of project management which involves business correspondence drafting, resources planning, team leadership, time & cost estimating, etc.
* Translation (from Chinese to English and from English to Chinese) in all kind of document
* Provide secretarial support to the Director

**Period:** Sep 2016 - Mar 2017 \*\*was in the U.S.A. for personal matters\*\*

**Period:** May 2015 – Jun 2016

**Name of Company:** Probitas Partners

**Company nature:** Fund placement firm

**Job Title:** Office Manager

Duties:

* Provide secretarial and admin support to the Regional Head of Asia
* Co-ordinate and set up meetings/video conferences among the office in U.K., U.S.A. (both New York and San Francisco) and Hong Kong in different time zones
* Help generating and editing Powerpoint presentation and pitch books for client meetings
* Keep the client data base up to date from time to time
* Take care of the travel arrangement and the expense claims for the entire HK office
* Book-keeping & Petty cash flow control
* HR duties like maintaining staff remuneration record, leave record as well as visa arrangement
* Liaise with the payroll and MPF provider in order to make sure everything is on the right track and everyone get paid on time
* Liaise with the external Compliance Officer on regular basis to make sure our transactions are all compliant with SFC
* Event management
* Ad-hoc projects assigned by the boss

Period: July 2014 – May 2015

**Name of Company:** The Dairy Farm Company Limited

**Job Title:** Executive Assistant, Legal Department – North Asia

Duties:

* Provide secretarial and clerical support to the senior executives in the team which include 1 Head of Legal and 3 Legal Managers
* Arrange regular and irregular meetings/seminar/workshop throughout the year for the Senior Executives
* Help preparing and editing legal documents
* Help generating and editing Powerpoint presentation
* Organize legal training and workshop for various in-house departments from time to time (event management)
* Take care of the travel arrangement and the expense claims for the entire team

**Period:** June 2010 – September 2013

**Name of Company:** Temple Chambers

**Company Nature:** Chambers (Legal Services)

**Job Title:** Personal Assistant and Legal Secretary to Barrister (British)

Duties:

* Provide first class and strictly confidential secretarial and administrative support to the boss
* Help preparing and amending legal documents in tight deadlines
* Work closely with the solicitors on daily basis
* To set up meetings/conference calls/video conferences among various countries with different time zones
* Travel arrangement and travel expenses claim
* Take part in different kind of ad-hoc projects which ever assigned by the boss
* Help planning and organizing events
* Manage all of the bank accounts for the boss, keep track of all of the incoming and outgoing transaction and liaise with the accountants in both UK and HK in order to prepare the year-end financial reports
* Book-keeping & petty cash control
* Managing office of the boss to ensure everything is in good shape

**Personal job duties**

* To liaise with the house maids, driver and boat boys on very frequently basis
* To negotiate with different parties in relation to all of the properties in both HK and the UK, cars and yachts (about the operating licenses, insurance, maintenance and etc.)

**Period:** November 2008 – May 2010

**Name of Company:** Black Swan Capital (International) Limited

**Company Nature:** Wealth Management Firm

**Job Title:** Executive Assistant

Duties:

* Provide first class and strictly confidential secretarial support to 2 expatriate bosses, the CEO & Chief Investment Officer
* Managing office of the CEO to ensure everything is on the right track
* Help preparing presentation materials for meetings
* Set up meetings/conference calls/video conferences among various countries with different time zones
* Take care of the travel arrangement and travel expenses claim for the bosses as well as the other potential investors from foreign countries
* Take part in different kind of ad-hoc projects which ever assigned by The Board
* Serve as a mentor to the rest of the admin team to ensure everything is running smooth daily
* Help planning and organizing internal company events like X’mas party, company outing as well as the other external events like seminars/conferences

Duties before company expanded:

* Book-keeping & Petty cash flow control
* HR duties like maintaining staff remuneration record, leave record, visa arrangement, MPF Arrangement & Payroll calculation
* Staff medical, employee compensation insurance arrangement
* In charge all of the administrative duties like office equipments to ensure everything’s running smoothly
* Office Renovation

**Period:** November 2005 – June 2008

**Name of Company:** Perry Capital (Asia) Limited

**Company Nature:** A U.S. based Hedge Fund firm

**Job Title:** Assistant

Duties:

* Provide secretarial support to a team of 8 analysts + 1 Financial Controller (all expatriates)
* Handle bulky travel itineraries for the analysts which includes flight/hotel/

transportation booking, visa application, interpreter arrangement

* Help preparing the presentation materials for meetings
* Set up meetings/conference calls/video conferences among various countries
* Take care of the expenses claim for the travelers
* Serve as a mentor to the accounting assistant to make sure the book-keeping record is always on the right tract
* Serve as a mentor to the rest of the admin team to ensure everything is running smooth daily
* Petty cash control
* Help planning and organizing company events like Christmas Party, Annual Dinner, company outing, etc.
* Take part in the ad-hoc projects whichever assigned by the boss

**Period**: May 2002 – April 2004

**Name of Company**: NICI China Hong Kong Limited / NICI Asia Limited

**Company Nature**: German buying office – Sundries like bags, polyresin items, stationeries, plush items (Multi-national Company)

**Job Title**: Secretary to Managing Director

**Duties**:

1) Prepare agenda and take minutes for the meetings

2) Responsible for the HR duties

3) Take part in the ad hoc projects

4) Provide support to Managing Director, Finance & Administrative Manager, Sales

Director & Product Development Manager

5) Well prepare everything for the boss and other management executives before

their business trip like get ready for the itinerary, air-ticket and accommodation

6) Take part in all of the administrative duties like staff medical insurance

arrangement, MPF arrangement & stationeries control in the office and report to

the boss and our German head office

7) Responsible for the host of the ad hoc committee for special function, such as

Christmas function, Annual Dinner and Awarding Ceremony and act as the Master of Ceremony (M.C.)

8) Handle daily incoming enquiries which are from our suppliers and head office

9) Monitor and distribute the work to the office assistants to ensure the daily

operations running on the right track

***Skills***

Typing: English – 60 wpm Chinese – 30 wpm

Computer: MS Word, MS Excel, Power Point, IM 2002

Language: Proficient in Cantonese, English and Mandarin

HK Driving license: No. 1A

***Hobbies***

Tennis, hiking and travelling

***Availability***

One month notice