Viva, MAN Kam Fung 文金鳳

I graduate with Diploma in Administrative and Secretarial Management, is a reliable, self-motivated, technology-savvy candidate with good technical and soft skills. I have been working as a secretary for about 10 years, assisting bosses and their family members not limited to business, but also personal matters. My job duties including communicate with internal and external parties, providing full secretarial and administrative supports, handling ad hoc assignments.

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| *PERSONAL DETAILS* | | |
| Birth: 10/1983  Contact number: 6998 5887  E-mail: [vivacity@ymail.com](mailto:vivacimay@yahoo.com.hk) | | |
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| *EDUCATION* | | |
| 2005 – 2006 | **Sara Beattie College**  Diploma in Administrative and Secretarial Management | |
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| 2005 | Hong Kong Advanced Level Examination | |
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| 2000 – 2005 | **Heung To Middle School**  Form 3 – Form 7 | |
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| 2003 | Hong Kong Certificate of Education Examination | |
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| 1999 – 2000 | **Baoan Gao Ji Zhong Xue, Shenzhen, China**  **(深圳市寶安高級中學)**  Secondary School | |
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| *WORKING EXPERIENCES* | | |
| Mar 2010 – Aug 2017 | **Vimchamp Holdings Limited**  (Business Nature: properties investment (mainly))  Secretary  Job duties include: | |
| * Report to Directors * Provide full secretarial and administrative support to Directors & their family members, including arrange appointment, dinning booking, settle statements, renew passport, renew driving & vehicle licenses, applying VISA, APEC business travel card, etc. * Communicate with internal and external parties, i.g. HKJC, Government department, different associations, etc., and make sure events run smoothly * Handle Company Secretary and financial statement related documents * Handle Properties tenancy agreements and maintenance * Charity Organization supporting, including handle management account, filing and drafting summaries, etc. * Daily email communication * Assist in office administrative works * Assist in ad hoc assignments | |
| Mar 2009 – Feb 2010 | **The Career Works Limited**  **(subcontracted to Financial Services and the Treasury Bureau, HKSAR government department)**  Secretary  Job duties include: | |
| * Report to the Senior Executive Officer * File management * Daily email communication * Preparing meeting and hearing papers | |
| Jan 2008 – Feb 2009 | **Sophisticated Secretaries Limited**  (Business Nature: providing company secretary services)  Junior Secretary  Job duties include: | |
| * Report to Directors * Provide full secretarial and administrative support to Directors * Communicate with internal and external parties * Daily email communication * Assist in Company secretarial duties * Assist in office administrative works | |
| Oct 2006 – July 2007 | **The Oriental Trading Co., (H.K.) Ltd.**  (Business Nature: Toys trading)  Junior Secretary  Job duties include: | |
| * Report to Senior Secretary, Managers * Provide full secretarial and administrative support to Senior Secretary, and Sales team * Daily email communication * Assist in office administrative works | |
| May 2005 – August 2006 | **Hong Kong Debt Counselling Service Company**  (Business Nature: Consultant (mainly in debt reorganization & bankruptcy))  Clerk  Job duties include: | |
| * General clerical works * Serving customers * Assist in office administrative works | |
| *LANGUAGES* | | |
| English (Good), Cantonese (Native), Mandarin (Fluent) | | |
| *SKILLS* | | |
| Keyboarding Speed: English: 50 W.P.M.; Chinese: 50 W.P.M | | |
| Computer skills: Windows Win7 / Win10  Microsoft Office (Word, Excel, Access, PowerPoint ) | | |
| *EXPECTED SALARY* | | |
| HK 17,000 / month (Negotiable) | | |
| *AVAILABILITY :* | | |
| Immediately | | |