**SO WING CHUN**

Address: Room 3008, Sun Wo House, Tai Wo Estate, Tai Po, N.T.

Telephone number: (Mobile) 6991-6696

E-mail address: [wingchunso1993@gmail.com](mailto:wingchunso1993@gmail.com)

**CAREER OBJECTIVE**

**Develop in the company secretarial industry with joining the IQS examination**

**EDUCATION BACKGROUND**

**2012 –2016 Hong Kong Shue Yan University (Business Administration with Concentration in Corporate Governance) (Upper Second Honor)**

**WORKING EXPERIENCE**

**07/2016-present Company Secretarial Assistant in BMI Listed Corporate Services Limited**

**Responsibility: Provide secretarial service to listed companies**

**02/2016-02/2016 Clerk in Adecco Limited**

**Responsibility: Help CLP Holdings Limited to complete the Research on Directors Fee**

**06/2015-08/2015 Intern in Corporate Secretarial Department of CLP Holdings Limited**

**Responsibility: Research on Directors Fee**

**06/2014-09/2014 CITI-HKCSS Community Intern Program - Intern in Asian Outreach Hong Kong Limited**

**Responsibility: Prepare budget, Stock-take, Check the Auditor Report, Support Administrative and Accounting Department**

**QUALIFICATIONS**

**06/2013 LCCI Level 3 Certificate in Accounting – Pass with Distinction**

**LANGUAGE ABILITY**

**Fluent in Cantonese, good in English and Putonghua**

**OTHER LEARNING EXPERIENCES**

**2014-2015 HKICS Student Ambassador Program**

**02/06/2015-05/06/2015 2015 The Chinese General Chamber of Commerce Exchange and Investigation Program – Qianhai, Nansha, Hengqin Investigation**

**2012-2013 Joint University Forex Investment Simulation Contest – Semi Finalist**

**AWARDS**

**2015 Mae & John Kwok Scholarships**

**COMPUTER SKILLS**

**CSA, SPSS, MS Word, Excel, Power Point, Internet, Typing**

**Available Date**

**One Month Notice**

**Expected Salary**

**$17,000 per month and negotiable**