**Wong Ka Ming, Thomas**

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Address: Flat1913, 19/F, Wang Ngai House, Cheung Wang Estate, Tsing Yi, New Territories, Hong Kong

**EDUCATION**

**The Hong Kong Polytechnic University**

*BBA (Hons) in Financial Services 2012 - 2016*

**HKTA The Yuen Yuen Institute No.1 Secondary School**

*The Hong Kong Diploma of Secondary Education (HKDSE) 2010 – 2012*

*5 in Chinese, 4 in English, 5 in Mathematics*

**Tsuen Wan Public Ho Chuen Yiu Memorial College**

*Hong Kong Certificate of Education Examination (HKCEE) 2005 – 2010*

**WORK EXPERIENCE**

**Bank of Communications Co., Ltd. Hong Kong Branch**

*General Manager Office – Administrative Officer July 2016 – March 2017*

* Providing corporate administration support, including bank documentation
* Providing secretarial support, especially in reception of guests
* Planning events, eg. General Management Meeting
* Handling the exchanging of Relationship Management Application(RMA) via SWIFT

**GET Mdream Wealth Management Limited**

*Wealth Management Consultant (Intern)*  *June 2015 - Aug 2015*

* Updating financial market situation
* Conducting research and analyzing different business fields
* Experiencing financial planning process

**Fortune Bright Trading Limited**

*Clerk May 2014 - Aug 2014*

* Managing daily administration work

**Sony Corporation of Hong Kong Limited**

*Promoter Dec 2013 - June 2016*

* Introducing the products to the customers
* Explaining and handling the doubts about the products concerned by the customers
* Providing comfortable and satisfiable services to the customers
* Convincing the customers to purchase

**Harbour Anchor Products Limited**

*Clerk Jun 2010 - Aug 2010*

*Mainly assisted in handling documents*

* Finding suppliers for providing textile materials

**ACTIVITIES**

**Pearl-River delta trip (Hong Kong New Generation Culture Association)**

* Learning the developing situation of some industries around the delta
* Studying the culture diversity

**Member of The Hong Kong Institute of Chartered Secretaries (HKICS)**

* Visiting accounting and finance related corporates
* E.g Hong Kong Exchanges and Clearing Limited

**Member of basketball team**

* Enhancing team spirit
* Training regularly

**SKILLS & INTERESTS**

* Language: English (Fluent). Cantonese (Native). Mandarin (Fluent).
* English Language Testing System (IELTS) Band 6
* Insurance Intermediaries Qualifying Examination (IIQE) Paper 1,3 Pass
* Mandatory Provident Fund Schemes Examination Pass
* Other Skills & Interests: Photography, Sports.