Name: Lam Sim Tan, Cherry

Gender: F

Birth: 9 March 1988

Phone No.: 9144 6619

Email: cherrylam0309@yahoo.com.hk

**CAREER SUMMARY**

May 2015-Now

Company: Faith Corporate Sevices Limited

Position: Company Secretarial Assistant

* Handle full range of company secretarial matters and ensure compliance with statutory and regulatory requirements for clients' companies
* Prepare different kinds of board minutes, resolutions and annual returns
* Liaise with government departments and external service providers
* Assist in ad hoc corporate projects

Apr 2013-May 2015

Company: I.S.Natura (H.K.) Limited

Position: Director Assistant

* Provide secretarial support to boss
* Communicate with customers and suppliers
* Prepare Quotation and Invoice
* Arrange delivery
* Handle petty cash
* Stock control
* Handle ad hoc duties

Sep 2010-Jun 2013

Company: Dr. Fun Education Group Limited

Position: Part-time Tutor and assistant

* Hold Class
* Prepare teaching documents and materials
* Date entry
* Review and evaluate students' performance

**EDUCATION AND QUALIFICATIONS**

2015-Now

Student member of HKICS

2011-2014

The Open University of Hong Kong

Bachelor of Business Administration in Corporate Administration

2009-2010

Kwun Tong Government Secondary School

A-Level result

Chinese (E) English (E) Economics (E) Geography (E)

LCCI Level One Book-keeping (Distinction)

**SKILLS**

Language: Cantonese, Mandarin and English

Computing: Word, Excel, PowerPoint

Typing: 30wpm (English) 20wpm(Chinese)

**Reference**

Present salary: 17,000

Expected salary: 20,000

Available date: One month notice