Leung, Wai-Kit, David

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**Employment History**

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| --- | --- | --- |
| May 2016 – Present | Legal Officer | Jeffrey Mak Law Firm |
|  |  |  |

•Provide paralegal support in a wide range of corporate finance transactions, including but not limited to public and private M&A deals, initial public offering, rights issue, renewal of medium term bond programme and issue of convertible bonds

•Gain experience in providing due diligence support, drafting verification notes and handling company secretarial matters

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| --- | --- | --- |
| June 2015-Oct 2015 | Inter-dealer Broker Trainee | Tradition Asia Limited |

• Provide real time inter-dealer market quotes on treasury and derivatives products to

worldwide financial institutions

• Assist in preparing daily and monthly reports

• Analyze data qualitatively and quantitatively

|  |  |  |
| --- | --- | --- |
| July 2013-August2013 | Summer internship | Alpha Wealth Management Limited |
|  |  |  |

• Support the manager and the administration team

• Provide client services with a dedicated attitude

**Education**

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| --- | --- |
| Sep 2012-May 2015  Major: BSc in Economics and Finance(Hons) | The Hong Kong University of Science and Technology |
|  |  |
| Sep 2014-Jan 2015 (Exchange)  Major: BBA in Finance | The University of Zhejiang |
|  |  |
| 2005-2012 | SKH Tsang Shiu Tim Secondary School |

**Language Skills**

• Cantonese (Native), English (Fluent), Mandarin (Fluent)

**Computer Skills**

• Microsoft Office (Powerpoint, Word, Excel) (Advanced)

**Extra-Curricular Activities**

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| --- | --- |
| Jan 2013-July 2013 | Social Service Project by Foundation for Amazing Potential |

• Organize a conference of 100 people from various background

|  |  |
| --- | --- |
| Apr 2013-May 2013 | Capstone Business Case Competition held by HKUST |

• Lead a team of four students and complete a marketing project

**Award and Scholarship**

2012 Academic Award from HKUST

**Salary**

Latest salary: HKD18,000 per month. Expected salary: HKD22,000 per month (Negotiable)

**Date of Availability**: 1 June 2017