**WONG CHING MAN, NICOLA**

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**PROFILE**

A detail-oriented, responsible prior compliance assistant with solid compliance and legal experience; able to work well both independently and in a team with proven work achievements; well equipped with compliance and legal knowledge and is determined to become a compliance professional.

**EDUCATION**

**Hong Kong Shue Yan University** 2010 - 2014

***Bachelor of Commerce (Hons) in Law and Business***

**WORK EXPERIENCE**

**Versace Asia Pacific Limited** July2014 - Present ***Legal and CFO assistant***

* Assist in reviewing and drafting of legal documents
* Involve in project management and payment arrangements around the APAC
* Advise on legal, business and project management issues
* Conduct legal research and translations
* Provide Company secretarial support
* Manage records/database and compile reports
* Coordinate and liaise with internal and external stakeholders

**GF Holdings Company Limited** June2012 – May 2014

***Intern & Part-time Clerk (Compliance)***

* Conduct business surveillance and compliance reports
* Prepare internal training materials
* Review marketing materials and documents
* Assist in handling SFC’s enquiries

**LANGUAGE PROFICIENCY**

Native in Cantonese

Fluent in English and Mandarin

**OTHER SKILLS**

Strong in IT skills, including Microsoft Office and Lotus Note

Strong in problem-solving, interpersonal, organizational skills

Strong in analysing issues and coordinate with different parties

**AVAILABILITY**

Upon one-month notice