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| NG YIN FEI, CALLY  13 Mar 1989 | Address: Flat 106, Mei Yat House  Yat Tung (2) Estate,Tung Chung  Telephone: (852) 3991 7854  Mobile: (852) 9368 8105  Email: [callylive@gmail.com](mailto:callylive@gmail.com) |

**EMPLOYMENT DETAILS**

Eastrend Services Limited 3rd November 2015 to Now (Salary: 13,100) Job Title: Company Secretary Officer

* Company Incorporation.
* Handle full range of company secretarial matters for both Hong Kong and offshore companies including but not limited to the preparation of board or shareholders' minutes for the clients and annual return filing.
* Ensure compliance with all relevant statutory and regulatory matters or the clients.
* Share transfer and draft shareholder agreement, trust agreement.
* Assist in handing ad-hoc projects, case problem analyse and problem solving for clients.

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| CR Construction Company Limited  Job Title: Project Secretary | 1st Apr 2014 to 15th Sept 2015  (Salary: 17,200) |

Human resources related works:

* Company policy implementation, assist staff appraisal, staff qualification statistic, payroll calculation, and leave/holiday calculation.

Administration related works:

* Petty Cash budgeting and management
* Coordinate meeting on site, meeting material preparation and take minutes.
* Prepare & present site reports at head office meeting.
* Maintain filing system; issue site memo and monitor subcontractor admin issue.

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| Glory Group Technologies (HK) Limited  Job Title: Secretary | 6th Aug 2012 to 30th Nov 2013 (Salary: 12,000) |

* Provide administrative support to director and the company.
* Handle full set of accounts, deal with all the payment and income, book keeping and keep bank record. Submit full set paper account to auditor at the financial year end.
* Deal with employee issues, such as recruitment, pay salary, and other document relate to employee.
* Prepare project operational reports, such as site work document; submit monthly construction survey to Government.
* Renew Business Registration, Labor Insurance, and other business licenses.

**ACADEMIC BACKGROUND**

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| The Open University of Hong Kong | Bachelor of Business Administration in Corporate Administration | 2010-2014 |
| Yan Chai Hospital Law Chan Chor Si College | HKAL | 2008-2010 |
| Po Leung Kuk Tong Nai Kan College | HKCEE | 2006-2008 |

**Professional Development**

* 1. Student Member of HKICS 2. LCCI Level I

**Language**

Fluent in English, Putonghua and Cantonese

**Computer Skills**

Word, Excel, Power Point, English &Chinese Typing

**EMPLOYMENT INFORMATION**

Availability: 1 month notice

Last Salary: $13,100/m; Expect Salary: $20,000/m