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| Name:  Date of birth:  E-mail:  Tel:  Available: | Christy Poon Cho Yee  March 30, 1985  christypoon2005@yahoo.com.hk  6011 9970  Negotiable | |
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| **CAREER OBJECTIVE** | | |
| Become a **Professional** within the **Company Secretarial** industry.  I am studying in Bachelor Degree in Financial Service (with Honours) and will be completed in 2018. Further, I will apply for studentship of HKICS.  I am a fast learner and able to work under pressure. I am reliable, hardworking and always a team player. I believe it is always important to produce a high standard of work and meet deadlines.  I am currently working as a company secretary assistant and I am seeking an opportunity to work in a Professional Company and become a professional within the Company Secretarial industry. | | |
| **WORKING EXPERIENCE** | | |
|  | |  |
| Jun 16 – Now | | **OCRA (HONG KONG) LIMITED** |
|  | | **Company Secretarial Assistant** |
|  | |  |
|  | | Responsibilities |
|  | | * Prepare full set of incorporation / deregistration of documents in both Hong Kong and offshore jurisdictions * Assist in preparation of board minutes / resolutions / interim / annual report * Prepare and arrange for filing of statutory forms and documents with Hong Kong authorities and any other authorities outside Hong Kong * Assist in opening of bank account and prepare related corporate documents * Maintain proper statutory records and update corporate information * Provide advisory service to clients on company secretarial matters and other regulatory / statutory compliance matters * Liaising with internal and external parties (external professionals / banker / agencies for corporate affairs / various government authorities) * Assist in handling ad-hoc projects |
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|  | | Achievements |
|  | | * Become familiar with the requirements of the Company Ordinance and regulations in Hong Kong and offshore jurisdictions * Able to handle and deal with enquires on company secretarial services independently * Improved in drafting and formatting corporate documents * Organized and maintained an accurate and updated company secretarial records, registers and Companies Register filing * Graduated in Advance Diploma in Business Management * To be completed with the Bachelor of Arts (with Honours) in Financial Services in 2018 |
| Apr 15 – Jun 16 | | **Newhaven (Hong Kong) Limited** |
|  | | **Corporate Services Assistant (Internship)** |
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|  | | Responsibilities |
|  | | * Prepare full set of Incorporation of documents * Manage statutory records, Registers, and Database maintenance * Assist in drafting documents (i.e. board minutes, resolution) * Companies Registry filings * Annual return * Handle Accounts payable and receivable |
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| Nov 07 – Nov 13 | | **L’OCCITANE SPA** |
|  | | **Senior Spa Therapist** |
|  | | * Training new staff and stock count * Customer service * Promote spa's treatment packages and products * Facial, massage and spa treatment |
|  | |  |
| **EDUCATION** | | |
|  | |  |
| Jan 17 – Sep 18 | | HKUSPACE Edinburgh Napier University |
|  | | Bachelor of Arts (with Honours) in Financial Services |
|  | |  |
| July 15 – Nov 16 | | HKUSPACE |
|  | | Advance Diploma in Business Management |
|  | |  |
| Sep 14 – July 15 | | Sara Beattie College |
|  | | Diploma in Professional Office Administration |
|  | |  |
| Apr 14 | | Welkin Systems Limited |
|  | | Certificate in Microsoft Excel/Outlook/Power Point |
|  | |  |
| Oct 06 – Mar 07 | | Jenny Beauty College |
|  | | Diploma International CIDESCO |
|  | |  |
| Nov 04 – Aug 06 | | Esther Beauty & Fitness College |
|  | | ITEC Diploma in Beauty Specialist (Level 3) |
|  | |  |
| Sep 97 – Jul 02 | | S.K.H. Tsoi Kung Po Secondary School |
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| **LANGUAGES** | | |
|  | |  |
| English | | Good |
| Cantonese | | Fluent |
| Mandarin | | Good |
|  | |  |
| **SKILLS** | | |
|  | |  |
| Keyboarding Speed | | 55 wpm |
| Computer Applications | | Advance level MS Word, Intermediate Excel, Advance level PowerPoint, Intermediate Outlook |
| Others | | View Point software, CSA software, CSRM software, Time Management, Filing, Account |
|  | |  |
| **EXTRA CURRICULAR ACTIVITIES** | | |
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| Sep 14 – July 15 | | Community Awareness Programme |
|  | | Set up game, run the booth, look after children |
|  | | made desserts and play game with disable children |
|  | |  |