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| **KO WING MAN, MON** | | | | |
| Address: | Room 1002, 10/F, Shing Choi House, Tin Shing Court, Tin Shui Wai, N.T. | | | |
| Contacts: | 6187 6448 (Mobile) / 2445 8800 (Home) | | | |
| Email: | monkwm@gmail.com | | | |
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| **WORKING EXPERIENCE** | | | | |
| 07/2014 - Present | | **Tricor Services Limited (Full-time)** | | |
|  | | Officer (01/2016 - Present)  Associate (07/2014 - 12/2015) | | |
|  | | * Providing company secretarial assistances to companies incorporated in Hong Kong, the BVI and the Cayman Islands etc. which conduct businesses in various industries, including retail, aviation, energy exploitation etc. | | |
|  | | * Handling full range of secretarial works of Hong Kong private companies, including their initial set up, occasional change of directors, transfer of share(s) and liquidation etc. | | |
|  | | * Assisting in the preparation of documents to listed companies for their Annual General Meeting, Board and Committee Meetings and reviewing Announcements, Circulars, Notices and Reports when required | | |
|  | | * Opening bank accounts and conducting annual account review for clients | | |
|  | | * Handling cases with complicate corporate structure, which a Trust is involved | | |
|  | | * Coordinating / liaising with internal departments / regulatory bodies and professional parties when necessary | | |
|  | | * Arranging statutory filing as required under Companies Ordinance and maintaining proper statutory records of companies | | |
|  | | * Handling ad-hoc projects when required | | |
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| 06/2013 - 07/2014 | | **Hong Kong Disneyland (Part-time)** | | |
|  | | Youth Education Series (Y.E.S.) Facilitator | | |
|  | | * Working as a host of specific programs for students  (15-18 students each time) | | |
|  | | * Conducting the programs in Cantonese, English or Putonghua | | |
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| 10/2012 - 12/2012 | | **Olly Hwa (Holdings) Limited (Part-time)** | | |
|  | | Clerk | | |
|  | | * Handling daily sales transaction records | | |
|  | | * Dealing with ad-hoc tasks efficiently and carefully | | |
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| **MEMBERSHIP / QUALIFICATIONS** | | | | |
| 01/2015 - Present | | The Hong Kong Institute of Chartered Secretaries | Student Member | |
|  | | (\*will be a graduate after passing the subject of Corporate Secretaryship in the IQS Examination) | | |
| 2012 | | 國家語委普通話水平測試 | | 二級乙等 |
| 2010 | | LCCI Level 3 Certificate in Accounting (IAS) | | Distinction |
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| **EDUCATION** | | | | |
| 09/2010 - 06/2014 | | **Hong Kong Shue Yan University** | | |
|  | | Bachelor of Commerce (Honors) in Accounting (Upper Second Class Honors) | | |
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| **AWARDS** | | | | |
| 2014 | | **Hong Kong Shue Yan University** | | |
|  | | * Dr. Hu Fai-Chung Scholarship | | |
| 2012 | | **Hong Kong Institute of Certified Public Accountants (HKICPA)** | | |
|  | | * Scholarship from HKICPA | | |
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| **EXTRA-CURRICULAR ACTIVITIES** | | | | |
| 01/2013 - 3/2014 | | **Uni-Yan Wofoo Leaders' Network (WLN)** | | |
|  | | Internal vice-president | | |
|  | | * Organizing activities in 3 dimensions: leadership training, civil education and social services | | |
|  | | * Coordinating with other tertiary institutions of WLN | | |
| 07/2012 | | **Kowloon Chamber of Commerce & Chinese University of Hong Kong** | | |
|  | | New Century Management Leadership Training Program | | |
|  | | * Understanding different cultures from students studying in the Mainland Chian, Macau and Taiwan | | |
| 09/2011 - 06/2012 | | **Hong Kong Trade Development Council** | | |
|  | | Trade ambassador | | |
|  | | * Participating in business related talks and field visit to broaden horizon about Hong Kong trading business | | |
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| **SKILLS** | | | | |
| Language | | Spoken: Excellent in Cantonese, Good in English, Good in Putonghua  Written: Excellent in Chinese, Good in English | | |
| Computer | | Chinese and English words processing  Good knowledge in MS Office (including Excel)  Viewpoint | | |
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| **OTHER INFORMATION** | | | | |
| Current salary | | HK$18,000 | | |
| Expected salary | | HK$22,000 (Negotiable) | | |
| Availability | | 1 month | | |