**Objective**

To work in a firm that could enhance the sense of accomplishment both to myself and others.

**Education**

Master of Arts in Family Counselling and Family Education

The Chinese University of Hong Kong 2017 (not yet confirmed, Current GPA: 3.511)

Bachelor’s degree in Social Sciences (Psychology)

The Open University of Hong Kong 2013 (1st class honors; GPA 4)

Professional Diploma in Company Secretaryship and Administration (in the field of Financial Accounting)

The Hong Kong Polytechnic University 1990 (with credit)

**Professional Qualifications**

Chartered Secretary – Fellow (HKICS)

The Hong Kong Institute of Chartered Secretaries 2012-2015

Chartered Secretary – Fellow (ICSA)

The Institute of Chartered Secretaries and Administrators 2012-2015

**Working Experience**

Company Secretary Tricor Services Limited 1990-2015

Duties:

For corporate clients: meeting with clients in understanding their businesses and provision of corporate advisory services; setting up of the appropriate corporate entities; maintaining the corporate records in compliance with the legal requirements; providing documentary services for reporting changes in structures of the entities and for fulfilling the annual legal requirements including the preparation of minutes, statutory forms and correspondences; providing liquidation and trust services; application of licensing and permits

For listed corporate clients: provision of corporate advisory services; maintaining the corporate records in compliance with the legal requirements; providing documentary services for reporting changes in structures of the entities and for fulfilling the annual legal requirements including the preparation of minutes, corporate governance reports, chairman’s and directors’ reports, statutory forms and correspondences; assisting the meeting arrangements including the preparation of the rundown, chairman’s scripts, and setting up of venue; communication with the authorities including the Stock Exchange, the Share Registrar and SFC; answering enquiries of the investors and other related parities

In-house duties: maintaining the client portfolio; leading a working team of 10 persons; assisting the IT division as end-user on system improvement; organizing and participating the training of staff; organizing staff activities and seminars

**Skills**

Good command in both English and Chinese; fluent in English, Cantonese and Putonghua

Use of word-processing, excel and power point, SPSS, Chinese word processing

