**Resume**

**Personal Information:**

Name: Kwong Pui Ming, Enson

Address: Tin Ping Estate, Sheung Shui, N.T.

Tel. No.: 60860477

Email: [enson.kwong@gmail.com](mailto:enson.kwong@gmail.com)

Date of Birth: January 1981

**Career Objective:**

Seeking a post in the company secretary field where my specified and relevant abilities this field are successfully utilized.

**Academic Background:**

2010 – 2013 **The Open University of Hong Kong, *Master of Corporate Governance***

2005 – 2007 **Napier University, *Bachelor of Art (Honours) Financial Services***

2002 – 2004 **Utah State University,** ***Associate of Science in General Studies***

1994-2002 **HHCKLA Buddhist Ma Kam Chan Memorial English Secondary School, *HKCEE & HKAL***

**Vocational Experience:**

Sep 2014 – Present ***Company Secretary Officer***

Jan 2008 – Jun 2014 ***Company Secretary Assistant*EB Services Limited (Private Company)  
(formerly known as QuestNet Services (HK) Limited)**

* Provide full range of company secretarial supports to the Company Secretary for HK and overseas companies
* Prepare documents relating to board meeting and shareholders’ meeting
* Prepare statutory documents in changing directors, shareholders and bank signatories within the Group
* Follow up the winding up of companies in Hong Kong, PRC and various jurisdictions
* Liaise with external parties to ensure offshore companies complies with statutory requirements
* Fully responsible for the statutory filing and ensuring compliance with all relevant statutory and regulatory matters
* Maintain proper statutory books and records
* Support and services to Senior Legal Counsel

Apr 2007 – Oct 2007 ***Business Development Executive***

**Origin Red Limited**

* Maintained long-term relationship with high net worth customers and seek for chance of promoting new product
* Negotiated with vendor about price, sampling & shipment

Oct 2006 – Feb 2007 ***Customer Services Representative***

**Bank of China (Hong Kong) Limited**

* Sold financial products including insurance, fund, equity-linked note and structured product to customers
* Maintained long-term relationship with high net worth customers and seek for chance of cross-selling

Oct 2004 – Apr 2006 ***Marketing Executive***

**Real Base Co. Ltd.**

* Coordinated with factory and client on the production to meet the schedule
* Handled the account from product development to mass production

**Professional Qualifications**

Associate Member of ICSA & HKICS

**Special Skills / Languages:**

* Computer: Proficiency in CSA (Expert & Professional version), Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Chinese Typing
* Languages: Native Cantonese, fluent in both written and spoken English and good in spoken Mandarin

**Expected Salary:**

$32K - $35K

**Current Salary:**

$27K

**Date of Availability:**

One month notice

**Reference:**

Available upon request