**Elektra Wai-Tung Ko 高煒彤**

Contact No: 6106 7447

Email: elektrako@gmail.com

Address: Room A, 5/F., Wing Lok Building, Tseuk Luk Street, San Po Kong, Kowloon, Hong Kong

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| * Sound knowledge in company secretarial duties and corporate compliance * Excellent interpersonal skills, reliable, responsible and persevering * Good command of English and Mandarin * Ability to work under pressure |

***WORKING EXPERIENCE***

September 15 to April 23 ***Associate Trust Officer***

First Advisory Trust (Hong Kong) Limited

* Preparing trustee’s minutes for distribution to beneficiaries
* Preparing full set of set up and termination documents for Trust and Foundation
* Preparing Engagement Letter, Due diligence forms and structure chart for client adviser’s meeting
* Preparing forms and certified true documents for commercial and private bank account opening and remediation
* Handle full spectrum of company secretarial and general administration work for stand-alone and underlying company of the trust structure, including company incorporation, transfer of shares, deregistration and removal of directors
* Negotiate with liquidator in regarding to Hong Kong company liquidation
* Dealing with tax representative to track on the status of Profits Tax Return filing
* Liaising with Europe Head Office to track the status of financial statements and follow up by providing supporting documents, e.g. ledgers, Profits and Loss Account, Balance Sheet and banks statements to auditor’s auditing
* Working on ongoing project including Filing of Register of Directors and change of Registered Office and Registered Agent for BVI Companies

June 14 to September 15 ***Company Secretary***

Eastrend Limited

* Directly report to the director
* Handle full spectrum of company secretarial work
* Handle companies’ clients of affiliate companies
* Independently handle various clients enquires from across Europe and mainland listed company
* Manage a portfolio of 200 onshore companies (including companies limited by guarantee)
* Preparing shareholders’ agreements and sales & purchase agreements for the clients
* Review and comment the mainland sales and purchase agreement
* Dealing with the clients’ internal and external legal counsels
* Dealing with the Macao’s lawyer for Macao’s Companies Deregistration
* Preparing minutes/ resolutions for food license transfer
* Preparing minutes/ resolutions for shares swapping/ group restructuring
* Lead a team of 2 assistants;

April 07 to February 08 ***Company Secretarial Assistant***

So & Ho, CPA

* Dealing with the clients for handling the corporate matters including the filing of employers' returns and profit tax returns for private limited companies
* Directly dealing with clients via meeting, telephone, fax and e-mail for corporate matters
* Maintaining clients’ statutory records

September 06 to March 07 ***Company Secretarial Assistant***

PRIMASIA CORPORATE SERVICES LIMITED

* Dealing with the clients for handling the corporate matters which includes Hong Kong company incorporation, switching sole proprietorship to limited company, change of director/ secretary & share transfer, etc.
* Preparing company kits for newly incorporated companies
* Maintaining both the clients and in-house company statutory records including the update of registers of directors, secretaries and members

June 05 to July 06 ***Company Secretarial Assistant***

LIXIN C.P.A. LIMITED

* Independent handling of routine compliance work which includes annual returns filing, drafting of directors’ meeting & AGM minutes, change of director, secretary, company name & registered office, etc.
* Performing ad hoc company secretarial duties such as company formation & deregistration, switching to sole-member/ director company, share split, increase in authorized share capital and trade mark application.

***EDUCATION & QUALIFICATIONS***

Oct 2014 to Present **Bachelor of Business Administration with Honours in Corporate Administration**

The Open University of Hong Kong

The completion of the above course is entitled to exemptions of International Qualifying Scheme, Professional Programme Part I

Oct 2001 to Jun 2005 **Higher Diploma in Corporate Management**

Caritas Francis Hsu College

The completion of the above course is entitled to exemptions of the following subjects of the examinations of the Institute of Chartered Secretaries & Administrators, the United Kingdom and the Hong Kong Institute of Chartered Secretaries

- Business Economics

- Quantitative Techniques

- Introduction to Hong Kong Law

- Organization & Human Resource

- Information System

- Introduction to Accounting

- Hong Kong Business Law

- Managing Information Systems

- Management Principles

August 1996 to June 2000 **Hong Kong Certificate of Education Examination**

Christian Alliance Cheung Wing Gee College

***AWARDS***

* Certificate of Grade 5 Theory of Music (2001)

The Associated Board of the Royal Schools of Music

* Certificate of Grade 8 Violin (2007)

The Associated Board of the Royal Schools of Music

***OTHER INFORMATION***

Language: Cantonese (Native)

Mandarin (Fluency)

English (Fluency)

Computer Knowledge: Windows XP, Word XP, Excel XP, PowerPoint XP, Company Secretarial Associates with Distinction, M2, FiOne, e-Archive

Current Salary: HK$ 17,000

Expected Salary: HK$ 19,000

Reference: [Furnished](mailto:Furnished) upon requested

Date Available: Immediate avaliable