**Ms. MAK, Pui Yu Yolanda (麥佩如)**

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| **Address:** Room 3609, 36/F, Mei Lai House, Mei Tin Estate, Tai Wei, NT  **Contact Number:** 96183307  **DOB:** 16 September 1991  **Email:** yolandamak@live.com |

Education

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| Sept 2011 –  Jun 2013 | **Hang Seng Management College, Bachelor of Business Administration (Honours) (BBA)** |
| Sept 2009 –  Jun 2011 | **Hang Seng Management College, Associate in Business Administration (Year 2)** |
| Sept 2008 –  Jun 2009 | **Hang Seng School of Commerce, Pre-Associate in Business Administration** |
| Sept 2003 –  Jun 2008 | **Kowloon True Light Middle School, HKCEE**  HKCEE: 1B, 2Ds and 3Es (Chinese Level 3, English: Level 3) |

Recent Work Experiences

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| Jun 2016 – Present | Guantao & Chao Solicitors and Notaries  Company Secretarial Assistant |
| Jul 2015 – Mar 2016 | Shum & Co., Solicitors  Company Secretarial Assistant |
| Jul 2013 – May 2015 | Wealth Creation Company  Secretary and Marketing Assistant |

Major Qualifications, Awards and Achievements

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| Aug 2017 (Present) | **Certificate for Module (The Hong Kong Institute of Chartered Secretaries Examinations Preparatory Programme – Corporate Financial Management)**, The University of Hong Kong School of Professional And Continuing Education |
| Aug 2015 | **Certificate for Module (The Hong Kong Institute of Chartered Secretaries Examinations Preparatory Programme – Hong Kong Corporate Law)**, The University of Hong Kong School of Professional And Continuing Education |
| Feb 2015 | Studentship of HKICS |
| Aug 2013 | **Certificate of Company Secretarial Practice,** HKMA |

Language and Other Skills

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| Spoken Language: Native Cantonese, Proficient in English and Putonghua |
| Written Language: Proficient in English and Chinese |
| MS Office: MS Word, Powerpoint, Excel and Access |