**Resume**

**Kwan Sau In, Sharon***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| **PERSONAL DETAILS** |

Name: Kwan Sau In, Sharon  
Gender: FemaleContact: Tel: (mobile) 9585 0970, (home) 2267 4120

Email: sharonkw\_keita@yahoo.com.hk

Address: Flat 2, 8/F., King Fai Court, 203-207 Lai Chi Kok Road, Kowloon

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| **OCCUPATION & WORK EXPERIENCE** | |
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| **Aug 2015 – Present** | **KCS Hong Kong Limited / TMF Hong Kong Limited** Company Secretarial Executive Duties*:*- Handling secretarial works for more than 100 companies in various jurisdictions  - Preparing documents and statutory returns - Handling customers’ enquiries and ad-hoc projects (e.g. being scrutineer, drawing special dividend policy, proceeding capital reduction, etc) |
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| **Jul 2013 – Apr 2015** | **McCabe Secretarial Services Limited / BDO Limited** |
|  | **Secretarial – Associate 1-2** Duties*:*- Handling secretarial works for more than 100 companies in various jurisdictions  - Preparing documents and statutory returns - Handling customers’ enquiries and ad-hoc projects |
| **Mar 2011– Jul 2013** | **Y.S. Y.S.Chong & Co. (CPA firm)** |
|  | **Part-time/ full time accounting clerk** Duties:  - Preparing full set accounts & administration affairs  - Handling companies’ secretarial affairs (incorporation, deregistration, prepare annual return, etc) |
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| **2008-2011** | Others jobs experiences: Internship in Hong Kong Housing Authority, Shipping Clerk at Best Creation Shipping Clerk at Trumps Trading Limited Company |
| **MEMBERSHIP** | |

HKICS – Student member

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| **PUBLIC EXAM** | |
| **HKICS Examinations:** | **Corporate Governance (June 2017 diet) Corporate Administration; Corporate Secretaryship; Corporate Financial Management;  Hong Kong Corporate Law;  Hong Kong Taxation;  Hong Kong Financial Accounting; and Strategic & Operations Management.** |
| **普通話水平測試證書 :** | **Passed (2013)** |
| **LCCI level 3 :** | **Passed with Distinction (2011)** |
| **IETLS :** | **Band 6/9 (2008)** |
| **HKAL:** | **Full-cert (2008)** |
| **HKCEE:** | **Full-cert (2006)** |
| **AAT Book-keeping & a/c :** | **Passed (2006)** |
| **LCCI level 1 :** | **Passed with Distinction (2005)** |

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| **EDUCATION** | |
| **Sep 2010 – May 2013** | **Open University of Hong Kong** |
|  | **Bachelor of Corporate Administration** |
| **Sep 2008 – Aug 2010** | **City University of Hong Kong** |
|  | **ASc Architectural Studies** |
| **Sep 2001 – Aug 2010** | **Hotung Secondary School** |
|  | **Secondary 1 – Secondary 7** |
| **Sep 1995 – Aug 2010** | **St. James Primary School** |
| **EXTRA-CURRICULUM ACTIVITIES** | |

Hong Kong Institutes of Chartered Secretary (HKICS) Student Ambassador (2012-2013)  
Student of Investment & Finance Society – Promoter (2010-2012)  
Study Tour to Shanghai (December 2009)  
Exchange with Singapore Polytechnic School (May 2009)  
Gardening Club – Chairman (2006-2007)  
Careers Student Committee (Treasurer) (2006-2007)  
Prefect (2005-2007)  
Librarian (2001-2002)

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| **COMPETENCIES & INTERESTS** |

**Language:** English, Cantonese & Mandarin **Computer Skills:** Viewpoint, CSA Experts, Excel & Word (Chi 25p/m, Eng 50p/m processing), PowerPoint, Outlook express, Peachtree, Photoshop  
**Personal Interests:** Traveling and Gardening

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| **EXPECTED MONTHLY SALARY** |

$20,000 - $22,000