**RESUME**

**LUI TING YAN, AMY**

Tel: 9441 4650

Email: amy\_lui108@hotmail.com

**EDUCATION**

The Open University of Hong Kong (2014-2016)

* Master of Corporate Governance

Hong Kong Shue Yan University (2008-2012)

* Bachelor of Commerce with Honours in Law and Business

**QUALIFICATION**

Associate Member of The Hong Kong Institute of Chartered Secretaries (HKICS) and The Institute of Chartered Secretaries and Administrators (ICSA)

**EXPERIENCE**

**Tricor Services Limited (July 2012-current)**

*Company Secretarial Supervisor*

* Experienced in providing full spectrum of company secretarial duties and services to over 200 companies incorporated in Hong Kong, British Virgin Islands, Cayman Islands and Marshall Islands, including private companies and listed companies
* Experienced in handling compliance matters with the Companies Ordinance and Listing Rules
* Well-versed in company secretarial and corporate governance practices and statutory requirement
* Experienced in preparing and reviewing annual and interim reports, monthly reports, circulars, disclosure of interest and announcements
* Experienced in setting up and maintaining Share Award Plan for clients
* Experienced in assisting Investor Services teams in holding annual general meetings
* In supervisory role for 3 years

**SKILLS**

Excellent command of written and spoken English and Chinese

Fluent in Mandarin

Proficient in MS Office applications, Chinese word processing and ViewPoint software

**SALARY**

Present: HK$28,300

Expected: HK$37,000