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| ***Resume*** |
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| **PERSONAL PARTICULARS**   |  |  | | --- | --- | | Name: | **Li Ching Man, Kendi** | | Contact no.: | 9180 1020 | | Email address: | kendi12688@gmail.com | |
| **SUMMARY STATEMENT**   |  | | --- | | An accounting graduate from the Hong Kong Shue Yan University in year 2012. Completed the International Qualifying Scheme (“IQS”) of The Hong Kong Institute of Chartered Secretaries (“HKICS”) and is an associate member of the HKICS. Working for Tricor Services Limited, a global professional services provider of integrated business, corporate and investor services, for handling various company secretarial assignments for more than 5 years. Currently handling the secretarial matters of 4 Companies listed in the Hong Kong Stock Exchange (1 incorporated in the Cayman Islands, 1 incorporated in Hong Kong and the remaining are incorporated in the PRC), 5 VISTA trusts established in the British Virgin Islands (“BVI”) and over 150 Hong Kong, Registered Non-Hong Kong and BVI Companies. | |
| **EDUCATION BACKGROUND**   |  |  | | --- | --- | | 2012 – Now | ***Hong Kong Shue Yan University***  B**achelor of Commerce (Honors) in Accounting** | | 2001 – 2008 | ***Methodist College***  Hong Kong Certificate of Education Examination (2006)  Hong Kong Advanced Level Examination (2008) | |
| **WORK EXPERIENCE**   |  |  | | --- | --- | | Aug 2012 – Now | ***Tricor Services Limited***  ***Supervisor of Corporate Services***   * Assisted director / managers on handling the companies secretarial manners including but not limited to:-   ***For listed company in Hong Kong***   * Handled the matters relating to the annual results and interim results including preparation / review of the meetings agenda, attendance sheets and minutes; review of results announcements and reports (mainly focused on the corporate governance part); preparation of the annual general meeting documents * Prepared / reviewed the monthly returns and/or announcements and arranged for publication to the website of the HKEx * Handled the non-recurring matters i.e. change of directors (including INED) and liaison with various parties on the matters   ***For private company in Hong Kong***   * Arranged for incorporation and disposal (by deregistration of by formal liquidation) * Handled the annual secretarial matters including preparation of Annual Return and Annual General Meeting documents and renewal of BRC * Handled the non-recurring secretarial matters i.e. attending to the relating to the change of corporate structure; re-domination of share capital; application for Section 45 (Stamp Duty Relief) and application for dormant status etc.   ***For Registered Non-Hong Kong Company***   * Arranged for registration and cessation of place of business in Hong Kong * Handled the annual compliance and non-recurring matters i.e. preparation and filing of the Annual Return and attending to the relevant formalities on the change of corporate structure etc.   ***For BVI VISTA Trust***   * Arranged for establishment and vesting of BVI VISTA Trusts * Handled the matters relating to the change of trust structure (i.e. change of protectors) and distribution etc.   ***For BVI Company***   * Arranged for incorporation and disposal (by striking off or by formal liquidation) * Handled the non-recurring secretarial matters i.e. issuance of Certificate of Incumbency and Certificate of Good Standing; attending to the relevant formalities relating to the change of corporate structure; change of registered agent and registered office etc. | |

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| **ESSENTIAL SKILLS**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Languages | |  |  | | --- | --- | | English | Fair command of written and spoken English.  Obtained Grade 6.5 in IELTS. | | Chinese | Native Cantonese speaker. Capable in Chinese writing and Mandarin speaking. | | | Computer | |  | | --- | | MS Word, Excel, PowerPoint, Viewpoint | | | Others | |  |  | | --- | --- | | Company Secretarial Accounting | IQS – completed / HKICS associate member  LCCI Level I – Pass with Distinction | | |
| **NON-ACADEMIC AWARDS AND EXTRACIRRICULAR ACTIVITIES**   |  |  | | --- | --- | | 2009-2011 | HKSYU Football Team – Administrator and Player | | 2007 | 師兄師姐計劃最傑出表現獎 |     **Other information**  Date of availability: One month notice  Current salary: $28,400  Expected salary: $37,000 - $40,000 |
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