Leung Tsz Ching (梁子晴)

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Kowloon Bay, Hong Kong

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| Employment History: |  |
| 1/2017-Present | Officer, Investor Services, Tricor Services Limited  Job duties: Acting as scrutineer in the AGM  Poll-vote taking after the AGM  Handling various corporate actions for the listed companies |
| 9/2015-1/2017 | Associate, Investor Services, Tricor Services Limited  Job duties: Handling share registration paper work  Preparing the documents of AGM for the listed companies |
| 7/2015-8/2015 | Branch Trainee, HSBC  Job duties: Providing various banking services at the front line  Maintaining smooth banking services and satisfy the consumer’s need |
| 3/2015-7/2015 | Logistic Clerk, Dickson Concepts (Wholesale) Limited  Job duties: Handling paper work  Preparing delivery note, purchase order |

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| 10/2014- 3/2015 | Data Inputter (Licensing & Certification Command), Fire Services Department (Nova Management Consultants Limited)  Job duties: Data entry  Handling paper work |
| 6/2013-10/2014 | Data-entry, BOCI-Prudential Trustee Limited  Job duties: Data entry  Handling paper work  Call Centre |
| 7/2011-9/2011 | Sales, Sakura Street  Job duties: Selling products  Participating in making food  Participating in calculating the daily revenue |

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| Education And Academic Qualifications: |  |
| 2011-2015 | Bachelor of Arts with Honours in Economic and Finance, Hong Kong Shue Yan University |
| 2009-2011 | Heung To Secondary School(Tseung Kwan O)(Form6-Form7)  Hong Kong Advanced Level Examination(2011)  Use of English (D)  Chinese Language and Culture(D)  Economics(E)  Business Studies(E)  Mathematics and Statistics(E) |
| 2004-2009 | St Catherine’s School For Girls, Kwun Tong(Form1-Form5)  Hong Kong Certificate of Education Examination(2009)  Chinese(Level 3) Economics(D)  English(Level3) Principal of Account(E)  Mathematics(D) Commerce(C)  History(D)  Computer and Information Technology(D) |

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| Extracurricular activities: |  |
| 2011 | Candidate Promotion Secretary, Candidate cabinet of the society of Economics and Finance |
| 2009-2010 | Vice-president, Commerce Society |

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| Languages and Skills: |
| Proficient in PC knowledge in MS Word, PowerPoint, Excel, Adobe Dreamweaver  Can speak Cantonese, English and Putonghua  Chinese typing: 34 words per minute  English typing: 40 words per minute |

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| References: |
| References are available upon request |