

# Sean Chan Siu Hang

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## **PERSONAL STATEMENT**

Hardworking and trustworthy, with the ability to remain good-humoured and unflappable under pressure.

## **WORK EXPERIENCE**

April 2022 – Present

**Hysan Development Company Limited –Manager**

April 2019 – April 2022

**Hysan Property Management Limited – Assistant Manager  
(Grade-A commercial-cum-retail building)**

- Building-in-charge
- Assist general manager to set up the department policies, building's management system, standard operation procedure
- Coordinate the building's improvement work and defect rectification with Project Department
- Participate the planning and preliminary works in shopping arcade major renovation work
- Handle the recruitment, training quality assurance of management and security team
- Liaise with different departments for daily operation and special events including Leasing team, Project team and Marketing team

April 2019 – April 2020

**Savills Property Management Limited – Assistant Property Manager (New-built Grade-A commercial-cum-retail building)**

- Assist Chief Property Manager to practice building's pre-management, including setting-up of file system, standard operation procedure in security, customer services and cleaning.
- Supervise the building's construction progress and handle building's handover
- Monitor and coordinate the defect rectification works, daily maintenance and repair works
- Handle the recruitment, training and quality assurance of security, customer services and cleaning teams
- Handle Tenancy Management in both Retail and Office Towers

June 2016 – April 2019

**Jones Lang LaSalle Management Services Company Ltd– Senior Property Officer (Grade-A commercial-cum-retail building)**

- Lead the operation, customer services team and cleaning company to deliver premium services to all tenants
- Handle Tenancy Management in both Retail and Office Towers

- Prepare financial reports
- Monitor the defect rectification, maintenance, and repair works

## **EDUCATION**

|                      |  |
|----------------------|--|
| Sep 2015 – Dec 2017  | <b>The University of Hong Kong</b><br>Master of Housing Management (Hons) – Professional Stream                        |
| Sep 2010 – Jun 2013  | <b>City University of Hong Kong</b><br>BSocSc (Hons) Policy studies and Administration<br>(Upper Second Class Honours) |
| Feb 2012 – July 2012 | <b>University of Bucharest (Romania)</b><br>Student Exchange Program in Political Science                              |

## **AWARDS & SCHOLARSHIPS**

|                                     |   |
|-------------------------------------|---|
| 2011 – 2013<br>Semester A in year 3 | City University of Hong Kong, Department of Policy Studies and Administration – <i>Mentoring Scheme</i>       |
| 2011 – 2012<br>Semester B in year 2 | City University of Hong Kong, Department of Policy Studies and Administration – <i>Exchange Program Award</i> |

## **LANGUAGE SKILLS AND COMPUTER PROFICIENCY**

Language Skills:

- Cantonese – Native
- English – Fluent
- Mandarin – Fluent

Computer Skills:

- Microsoft Office – Advanced