

# LAM CHI KWAN, RIKA

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## Personal Information

Date of Birth : 21 Feb 1994  
Gender : Female  
Languages : Chinese, English, Putonghua  
Phone No : 63906907  
Email : rikalck@hotmail.com  
Availability : Immediate  
Present Salary : HKD15,800  
Expected Salary : HKD17,500

## Career Objective

- Willing to change
- Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills & abilities in various fields not limit to my past experience.
- Enthusiastic and proactive in communicate with different kinds of people.

## Education

- **The Open University Of Hong Kong** 2014 – 2016
  - Bachelor of Business Administration in Human Resource Management
- **Lingnan Institute of Further Education** 2012 – 2014
  - Higher Diploma of Event Management
- **Tang Shiu Kin Victoria Government Secondary School (F.1 – F.6)** 2006 – 2012

## Work experience

- **W.H.S. Consultants Limited (Accounting firm)** Jun 2017 – Sep 2018
  - Junior Company Secretary
    - Assist director for daily operations and personal issues
    - Organize the files for infrastructural system
    - Communicate with contractor and clients
    - Admin work
    - Issue invoice
  
- **Top Express Enterprise Group Limited** Apr 2016 – Jun 2017
  - Project Officer
    - Admin work
    - Company secretarial work (prepare for legal documents)
    - Handle for tax matters
    - Maintain relationship with customer (mainly in China and Indian)

## Other skills

- **Language**
  - Fluent in written and spoken English, Cantonese and Mandarin
- **Data Entry:**
  - Chinese 35 WPM English 50 WPM
- **Computer skills:**
  - Proficient in MS Word, Excel, PowerPoint
- **Other:**
  - Proven sales and negotiation skills
  - Able to work individually or in a team
  - Owned driving license type 1