

LAM CHI KWAN, RIKA



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

- Open-minded and willing to change
- Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical skills & abilities in the various fields.
- 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
 - Admin work
 - Company secretarial work (prepare for legal documents)
 - Handle for tax matters
 - Maintain relationship with customer (mainly in China and Indian)

- **Top Express Enterprise Group Limited** Apr 2016 – Jun 2017
 - Project Officer
 - Assist director for daily operations and personal issues
 - Organize the files for infrastructural system
 - Communicate with contractor and clients
 - Admin work
 - Issue invoice

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