

Vivian Shiu

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Education

BACHELAR OF COMMERCE | GRADUATED | DEAKIN UNIVERSITY

- Major: Human Resources Management; Second major: Marketing
- High Distinction was achieved in a Communication Unit (please see transcript)

Experience

OFFICE MANAGER | LJ HOOKER (AUSTRALIA REAL ESTATE BRAND) | MAY 2012 – JAN 2017

- I managed the operation of the office and provided full range of business administration support.
- I was also responsible for all corporate duty and business tax reporting by utilizing accounting software i.e. MYOB, Account Right Live Plus and the cloud version.
- Experienced in preparing End of Month, bank reconciliation, and all trust accounting.
- I provide marketing campaign to local business owners to cross promote their business in the community and help out those who do not have online presence.
- Manage all office supplies and computer/server maintenance and security; liaise with IT tech.
- Travel for business to headquarter Sydney and retreat in Asia; also travel occasionally for trainings.
- A full procedure of recruitment from advertising, screening CV, interview appointment, background check, second interview, contract drafting and signing, induction training and payroll, MPF/superannuation.
- Liaise with lawyers, auditors and accountant; provide full range of administrative and bookkeeping.

GEOGRAPHICALLY RELOCATED TO BRISBANE, AUSTRALIA| DEC 2010 – MAY 2012

- Waiting for my work visa and created an online lingerie business
- Learnt about how to use social media and writing blogs to promote the online business
- Got a British mentor who has already running a successful online gaming business

CABIN CREW | VIRGIN ATLANTIC AIRWAYS| AUG 2008 - DEC 2010

- Responsible for the inflight safety, customer services and retail therapy to all passengers and members

BUSINESS CLASS FLIGHT ATTENDANT | DRAGONAIR| FEB 2006 – AUG 2008

- Provided service from the heart to passengers and fly five days a week over 70 flying hours per month

ASSISTANT MANAGER | FAT ANGELO'S ITALIAN RESTAURANT| JAN 2015 – FEB 2006

- Started my career with Fat Angelo's back in 2001 when I had three-month summer holiday. I joined this organization as a Full-Time Receptionist. Fell in love with this place and the classical music they played every night. After I graduated from University in 2004, I applied to become a Management Trainee and got promoted as Assistant Manager ran one of the newest branch in Kowloon.

HUMAN RESOURCES SUPPORT | PANALPINA WORLD TRANSPORT| JUN 2004 – DEC 2004

- My very first job after graduated from University, luckily enough to be able to work with three other Human Resources ladies in the team to look after just over 500 staff members in Kwai Chung, Hong Kong office. My duties was maintaining staff profile database, ID security system, staff card production and issue, inductions, and leave system. I assisted with my Supervisor in preparation of the monthly salary payroll.

Skills & Abilities

LEADERSHIP

- I believe in my can-do attitude. Being an Office Manager, I have had hands-on experience in training new sales people and encourage them to enroll themselves to all LJ Hooker corporate trainings available to them. I value continuous learning.

COMMUNICATION

- I can talk to people from all walks of life, for example people I meet in the street, coffee shops, elevators, Universities, workplace, planes, airports etc. I keep in touch and value my social network.

INVESTMENT CURIOSITY

- I am a strong believer in hard working and 'do your homework' in order to achieve desirable results as rational investors. I am interested in working on value investment with help of technical analysis.

YOGA

- Successfully completed an intensive Vinyasa Yoga Teacher Training in 2015.

Licenses & Qualifications

108 HOURS ACCREDITED NAVAKARANA VINYASA YOGA TEACHER

- By Pure Yoga Hong Kong

HONG KONG ESTATE AGENT'S INDIVIDUAL LICENCE

- By Estate Agents Authority

REGISTERED REAL ESTATE SALESPERSON CERTIFICATE

- By Queensland Government, Australia

PAYROLL MANAGEMENT CERTIFICATE

- By MYOB Australia Pty Ltd

APPOINT AS JUSTICE OF THE PEACE (QUALIFIED), JP FOR THE STATE OF QUEENSLAND

- By Department of Justice and Attorney-General, Queensland Government

Availability: Negotiable

Languages: Cantonese, English and Mandarin (all fluent)