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## CHARLOTTE WONG – CURRICULUM VITAE

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Name : WONG Ka Man, Charlotte (王嘉雯)  
Age : 36  
Gender : F  
Contact No. : 65114114  
E-mail : [charletwong@gmail.com](mailto:charletwong@gmail.com)  
Nationality : HKSAR  
Expected Salary : HK\$24K x 12m  
Last Salary : \$18,000 x13m + Bonus  
Availability : Immediate

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## WORK EXPERIENCES & JOB DUTIES

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### **Executive Assistant, Operations Division**

#### **SinoPac Asset Management (Asia) Ltd.**

**15 Jul 2015 – 24 Oct 2016**

- Support the COO on daily operations
- Ensure the daily operations workflows are implemented and executed in an accurate and timely manner;
- Ensure the operating procedures are adhered to regulatory requirements and company policies; review the operation manuals if necessary
- Call the meeting, make agenda, take minutes
- Prepare weekly summary on funds' information
- calculate sales' commissions, trailer fee
- Prepare the documents for opening account
- Liaison with both internal (i.e. L&C, settlement, accounting, HR) and external partners (e.g. trustees, distributors, service providers) for ensuring the smoothness of fund launching and daily operations;
- Responsible for system enhancement for existing products / flows;
- handle any other Ad hoc tasks as assigned by COO and CEO
- Handle daily processing of clients' subscriptions/redemption with different vendors for Funds, Insurance, Securities and other investment products;
- Assist in client onboarding, client due diligence and document preparation to ensure operational workflow comply with regulatory and internal guidelines;
- FRR / form 12, various of financial accounting reports, revenue decompose, agreement, external services' payment, RQFII limit application, RQFII quarter reporting

**Assistant to Director****Krispace Design Consultancy Co. Ltd.****3 Jun – 12 July 2013**

- Understand the Labour Ordinance, employment Ordinance, MPF Ordinance and Employee Rights & Benefits;
- As the only one person in HR division, I perform full spectrum of HR functions including job advertising, recruitment (interview, shortlisting & orientation etc), employment contracts preparation, staffs' record maintenance, attendance records, leave management, payroll, taxation, final payments, medical, insurance, compensation, staff benefit and MPF;
- Liaise with internal staff at all levels;
- Handle all incoming calls
- Exercising salary review and year-end bonus payments;
- Working visa application for expatriates;
- Assist in the formulation and implementation of HR policies and procedures;
- Help the directors on personal errands, such as tax return, managing invoice, petty cash, payment arrangement, the properties' rental and expense claims etc.;
- Arrange internal meeting, internal & external(partners) agenda; prepare minutes
- Travel Arrangement, Expenses' Claim; correspondence handling;
- Organise company events such as annual staff travel, annual dinner;
- Prepare quotations, payment advice and sales report; and calculate commissions for individual sales;
- supervise daily operation practices in order to facilitate the smooth running of the office;
- Perform ad hoc projects as assigned from time to time;
- Organise the schedule for company driver; and
- Some public relations & administrative duties
- Design and maintain databases
- Some personal matters of the directors

**Personal Assistant****Link World Hong Kong Group Ltd.****Dec 2011 – Mar 2013**

- Understand the Labour Ordinance, employment Ordinance, MPF Ordinance and Employee Rights & Benefits;
- Travel Arrangement, Expenses' Claim; correspondence handling;
- Answering calls from customers;
- Maintain office stationeries, other equipment's' warranty;
- Arrange the daily courier schedule and postage services;
- HR-related duties; and
- Issue invoices and keep the orders in track etc.

## **Account Manager**

### **Ricacorp Properties Ltd. (Mid-Level East)**

**Apr 2010 – Aug 2011**

- Carry out real estate agency services and other related work in respect to sales and purchases or leasing of properties on behalf of the Company;
- Update customers with the market sentiment, new properties and second hand properties;
- Recommend potential properties based on the trend, return and resell value;
- Collect information about properties' good title, flaw of the properties' structures debentures and others to ensure the transaction can be done effectively;
- Keep Clients' information updated; and
- As a catalyst between buyers & sellers, as well as landlords & tenants

## **Property Consultant**

### **Centaline Property Ltd. (Mid-Level East)**

**Jan-Apr 2010**

- Similar to the above position

## **Property Negotiator**

### **Others Properties Agency**

**Nov-Dec 2009**

## **Dealer - Financial Markets Department**

### **Bank SinoPac, HK Branch**

**Apr 2006 – Mar 2008**

- Quote daily board rates for the bank
  - Keeping the bank's daily liquidity Ratio above the regulated level.
  - Manage daily cash flow of the bank in 13 currencies and also the cash flow of Sinopac Capital Ltd. (subsidiary of Sinopac Group), and prepare the funding for the bank and Sinopac Capital Ltd.
  - Make MM and forward deals, and strategies (manage the interest rate risk)
  - Prepare Treasury management reports - P&L and liquidity; monitor and prepare bank's Gap (Assets-Liabilities) position report; monthly ALCO gap reports by running Marco and Visual Basic programming
  - Create, maintain and manage the relationships of Bank's counterparties.
  - Liaise with other departments frequently.
  - Participate treasury-related tasks, such as assisting with the development of the treasury system (preparing UAT plan and test cases).
  - Support our Macau branch and liaise with other operation depts. closely; Streamline the current procedures using in Treasury Dept. deliberately
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- Quote FX rates, loans and deposit pricing to customers directly, accurately and promptly in accordance

with the bank's policies and superiors' instructions

- Provide market information to the customers
- Make MM and FX deals
- Various Reports for the purpose of Internal Control, e.g. Cost of fund... etc
- Prepare and check the documents for execution of Repurchase Agreements

*SYSTEMS in Financial Trading & Banking: Kondor +, RTGS/CHATS, Reuters, Bloomberg, HSBC Trading Perform, Deutsche Bank Trading Perform etc.*

### **Assistant Officer – Private and Investment Banking Operations Dept.**

#### **Hang Seng Bank**

**Mar-Apr 2006**

- Check the details of the customer's trades to ensure they are under the bank's regulation. If there is a discrepancy, contact relationship officer or manager about the issue of trade's details.
- Entry of customers' trades and prepare customers' confirmations
- Daily update the prices and rates on the systems
- Monitor the inflow of currency of customers' account
- Prepare daily statement of custodians' accounts
- Prepare the executions of trades on the settlement date.
- Ensure the preciseness and efficiency of routines of customers' transactions can be done.

### **Senior Clerk – Settlement Dept.**

#### **Fortis Asia**

**Sep 2005**

- to do Journal Entries by Midas
- Check the details of the transaction on the dealing slip against the proof of the deal (ie Reuters copies, EBS copies, broker's confirmations, Telex or etc.)
- Ensure the preciseness and efficiency of routines of FX deals by TRAM;
- Verify the payments orders; and
- Filing and keep the matured transaction in file

### **Clerk –Treasury Operations Dept.**

#### **Sumitomo Mitsui Banking Corporation**

**Sep 2004 – Sep 2005**

- Check the details of the transaction and payment instrument on the dealing slip against the proof of the deal (ie Reuters copy, EBS copy, broker's confirmation, Telex or etc.);
- Contact dealers on the issue of trade's details, payment instrument and day-end; and occasionally contact middle office's staff;
- Contact the counterparty's banks for confirming transaction's details and payment instructions;
- Ensure the preciseness and efficiency of routines of FX deals;
- Use RTGS/CHATS to make payment orders of the deals and SWIFT to communicate with counterparty;

- Process the customers' FX deals and prepare customer's letter confirmations;
- Verify signatures of customer letters;
- Verify our computer system's record against EBS Brokerage report;
- Filing and keep the matured transaction in file;
- Compile daily reports for supervisors and prepare next business day-valued deals at the end of each day; and
- Give aids in the settlement of FX transactions for other departments

### **Temp Clerk –Credit Operations, Consumer Banking**

### **Standard Chartered Bank**

**Sep 2004**

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## **OTHER WORKING EXPERIENCES**

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Waitress, Receptionist – Part-time, Pay/Sell Shroff II – Part-time (at the Hong Kong Jockey Club),  
Office assistant, Engineering Assistant

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## **PROFESSIONALS**

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I was a Relevant Individual, registered with HKMA, and engaged with RA 1 & 43

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## **PROFESSIONAL QUALIFICATIONS**

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**Jun 2012 Result of 'Level 2' in the Use of Chinese & 'Pass' in Aptitude Test - the Common Recruitment Examination**

by the Civil Service Bureau, Government Secretariat (Pls refer to  
[http://www.csb.gov.hk/tc\\_chi/recruit/cre/949.html](http://www.csb.gov.hk/tc_chi/recruit/cre/949.html))

**Nov 2009 Salesperson Qualifying Examination**

by the Estate Agents Authority

**Dec 2008 Result of 'Level 2' in the Use of English -the Common Recruitment Examination**

by the Civil Service Bureau, Government Secretariat (Pls refer to  
[http://www.csb.gov.hk/tc\\_chi/recruit/cre/949.html](http://www.csb.gov.hk/tc_chi/recruit/cre/949.html))

**Nov 2007 Certificate of Attendance of Treasury Markets Certificate**

by the Hong Kong Institute of Bankers

- Nov 2007    **Elementary to Intermediate Mandarin Course** (Ref No CC31675-57)  
by the Beijing Mandarin Centre
- Dec 2005    **Paper 1 - Fundamentals of Securities and Futures Regulation** of the Licensing  
Examination for Securities and Futures Intermediaries  
by the Hong Kong Securities Institute

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### ACADEMIC ATTAINMENT

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- June 2004    **Bachelor of Commerce (Finance & Banking)**  
Curtin University of Technology (Onshore, Perth, Western Australia)

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### SKILLS

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#### Language

*Written* - Traditional Chinese, Simplified Chinese & English

*Spoken* - Cantonese (native), English (excellent) & Mandarin (excellent)

#### Computer

*Operation Systems* - Microsoft Windows

*Applications* - MS Word, Excel (Marco & vLookUp), PowerPoint, Front Page, Outlook, Lotus Notes and EViews (a simple software for Econometrics calculation)

*Treasury related systems* – Kondor +, RTGS/CHATS, SWIFT, FOX, CFO, Midas and TRAM

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### PERSONAL QUALITIES

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Well-organised, flexible, meticulous, studious, independent, sensible, efficient, result-oriented, practical and realistic, be attentive to details, work priority, multi-tasking, analytical, responsible, diligent, energetic, self-motivated, fast-learning, patient, sincere, honest, like to achieve harmony with others, able to work in a fast-paced environment and adaptive.