

CHEUNG, HIU WAI

Contact No.:	9681 2265
Date of Birth:	1 October 1992
Email:	ssscarlettcheung@gmail.com
Home Address:	Flat K, 22/F., Block 1, Harmony Garden, 9 Siu Sai Wan Road, Chai Wan, HK
Nationality:	Chinese
Availability:	24 July 2017

Working Experience:

-11/2016 to 05/2017

China Investment Development Limited

Position: Administrative Secretary

Responsibilities:

- Providing administrative support to the Director, including corporate scheduling, venue booking, catering and travel arrangements
- Assist in the daily operation of the office; Material procurement
- Arrange courier, Handling administrative documents, Responsible for the reception and receive calls
- Finish the tasks for supervisor or colleagues

-10/2015 to 10/2016

Leader Vision Limited

Position: Personal Assistant to Director

Responsibilities:

- Providing administrative support to the Director, including corporate scheduling, venue booking, catering and travel arrangements
- Coordinating all of the director's incoming and outgoing communications and preparing correspondence

-06/2011 to 09/2015

SME Financial Advisors Limited

Position: Personal Assistant to Director

Responsibilities:

- Providing administrative support to the Director, including corporate scheduling, venue booking, catering and travel arrangements
- Assist in the daily operation of the office; Material procurement
- Arrange courier, Handling administrative documents, Responsible for the reception and receive calls

-Research, directed by the director

Education:

- HKCEE - 2010
- Maria College

Skills:

- Strong analytical skill, time management
- Ability to work in a team environment
- Fluent in English, Cantonese and Mandarin
- Proficiency in PC & MAC Software
e.g. MS Word, Excel, PowerPoint & iWork's