

Resume

Personal Information

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Date of Birth: 14 June 1973
Sex: Female
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Education

Sept 1996 – Dec, 1996 School of Continuing Studies
 (The Chinese University of HK)
 Certificate in Business English Programme

1985 – 1990 Ning Po College
HKCEE All Major Subjects Passed

Working Experience

Trinitus Asset Management Limited

Office Manager

May 2013 – March 2017

- Head of HR and administration, direct report to COO/Managing Director
- Monitor and manage all office administrative activities, including office insurance, office supplies/equipment, bills payment/expenses, staff MPF/Payroll/disbursement, office renovation/removal, staff business trip & company's event arrangement
- Procurement for office furniture, equipment & IT server
- Arrange apartment rental for oversea re-located staffs / tenant agreement negotiation
- Manage company assets; stock take /purchase, disposal of office's equipment and machine maintenance
- Manage and handle all HR activities including staff recruitment, compensation and benefits, employment contract, on boarding/termination, employee leave record management, working visa application, tax return, correspondence notice to the Inland Revenue Dept, group insurance for the staff, MPF correspondence and payroll
- Human Resources Administration, employee handbook, various general forms creation and handle all employee's benefits & compensation enquiries/process
- Assist MD/COO/CFO/CIO/CEO on ad hoc assignments & projects if necessary

KGI Hong Kong Limited
Corporate Service Manager

Sep 2012 – Apr 2013

- Project management & implementation of M&A restructuring between Grand Cathay Securities (HK) Limited and Grand Cathay Capital (HK) Limited, including all aftermath handover & closure
- Manage all HR activities for GCC and GCHK, including payroll, MPF, working visa, staff recruitment/termination, group insurance, and record keeping during transition period.
- Implement planned transition of staffs from GCHK to KGI and GCC to KGIEF
- Handle HR's enquiries and coordinate between GC employees and GC Taiwan head office

Grand Cathay Securities (HK) Limited
Administration Manager

Jul 2011 – Sep 2012

- Manager of HR and administration for the Company
- Supervise all staff in the administration team
- Monitor and manage all office administrative activities, including office insurance, office supplies/equipment, bills payment/expenses, staff MPF/Payroll/disbursement, office renovation/removal, staff business trip & company's event arrangement
- Procurement for office furniture & equipment
- Arrange apartment rental for oversea re-located staffs / tenant agreement negotiation
- Manage company assets; stock take /purchase, disposal of office's equipment and machine maintenance
- Manage and handle all HR activities including staff recruitment, compensation and benefits, employment contract, on boarding/termination, employee leave record management, working visa application, tax return, correspondence notice to the Inland Revenue Dept, group insurance for the staff, MPF correspondence and payroll
- Human Resources Administration, employee handbook, various general forms creation and handle all employee's benefits & compensation enquiries/process
- Assist MD/Directors on ad hoc assignments & projects if necessary

Administration Officer

Nov, 2003 – Jun 2011

- Perform an Administrator, duties including handle office equipments maintenance, bills checking/payment for company expenses, ordering stationery, office sundries, handling staff disbursement, arrange company's event, handling insurance claims and office insurance
- Negotiate with the supplier/vendors for office supplies
- Set up an Administrative function, including draft general policy, company asset management/ stock take/purchase and disposal,

- Perform a Personnel, duties such as arrange staff recruitment, manpower budget planning, employment, termination, leave record management, apply working visa, correspondence notice to the Inland Revenue Dept., arrange medical insurance for the staff, MPF application and salary payroll
- Human Resources Administration, employee handbook, various general forms creation and handle all employee's benefits & compensation enquiries/process
- Manage & supervise team members for Office/Admin assistants
- Centralize company important documents and keep filing record systematically

Secretary to Managing Director

Mar, 2000 – Nov, 2003

- Assistant to the Managing Director and provide secretarial support to the Company Directors
- Arrange meeting note/prepare minutes before/after management meeting; apply working visa for expatriate staff and apply license to SFC; document filing & other paper work related process
- Handle customer enquiries & clients meeting
- Arrange business/daily schedule for the directors, including all sort of activities such as transportation, air-ticket and hotel booking for the senior officers

JRC International Limited

Secretary to Director

July, 1995 – Mar, 2000

- Provide secretarial support to the Company's Director
- Issue invoices/contracts to clients and suppliers
- Apply China quota (For US Market), arrange goods inspection, lab test before shipment and handle main orders filing
- Prepare quotation, mail, fax and confirmation to the clients
- Product data inputting, prepare samples order (physical stock) and production order for China Factory.
- Assist company's director to handle personal correspondence such as bill payments, mailing, fax and reserve air-ticket/hotel accommodation.
- Take message, handle telephone call, arrange business appointments and daily schedule, transportation and accommodation for directors.
- Order accessories for goods production (such as labels, hangtag, woven label)

ASG Brokerage Ltd.

Secretary to Director

May 1994 – June 1995

- To provide secretarial support to the company's director
- Input buy/sell transaction data for dealing department. Prepare sub-underwriting letter and director's document
- Take message, handle telephone call, arrange business appointments, transportation for director, air-ticket and hotel accommodation booking and prepare major meeting reports
- Provide clerical and secretarial support to the Dealing and Administration Department

Standard Chartered Securities LimitedSettlement Clerk

July 1992 – May 1994

- CCASS data input and physical shares transfer to CCASS
- Stock checking and routine settlement works
- Send Telex to the overseas client
- Account Data Input Clerk
- Account data input and filing for daily routine

Dickson Management Consultancy LimitedStock Clerk

1991 - 1992

- Input order tickets data into main system; receives order from branch for day end matching. Keep stock data and stock checking duty.
- Prepare month end report

Languages

Cantonese, English, Mandarin

Computer Skill

Windows: Microsoft Excel, PowerPoint, Word

Chinese words processing (速成)