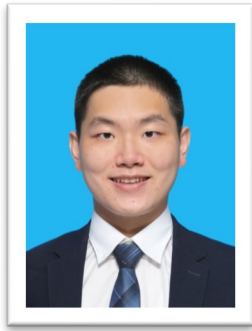


## CHEUNG Kai Leuk, Ken



1998-03-02



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Hong Kong



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### Self-Introduction

**GitHub Personal Portfolio:** <https://cheungkenckl.github.io/>

My name is CHEUNG Kai Leuk, Ken, and I hold a Bachelor of Business Administration degree in Finance with a minor in Computer Science from the City University of Hong Kong. I have over three years of experience in management, administration, and human resource management, contributing to government projects on data visualization, analysis, and IT solutions.

As an Assistant Executive Manager at the HKSAR Drainage Services Department, I honed my project management, leadership, and IT skills by mentoring interns, coordinating system improvements, and handling key administrative tasks under tight schedules. My expertise includes resource management, recruitment, data analysis using Power BI and Excel, and proficiency in Microsoft Office tools. These experiences highlight my strong abilities to lead teams, analyze data, and communicate effectively.

I believe a Master's degree in Information and Technology Management is crucial for advancing my professional skills and career development, enabling me to excel in technology-driven roles.

### Education

- |             |   |
|-------------|---|
| 2016 - 2020 | The City University of Hong Kong (CityU)<br>Bachelor of Business Administration <ul style="list-style-type: none"><li>Major: Finance (Global Financial Markets)</li><li>Minor: Computer Science</li></ul> |
|-------------|---|

### Languages

- Cantonese (Native)
- Mandarin (Native)
- English (Proficient)

### Skills

- Microsoft Office (Word, PowerPoint, Excel)
- Power BI, Excel VBA
- Chinese Word & English Word Processing
- Programming (Java, JavaScript, Python)

## Working Experience

2023 Jul - Now	<p>HKSAR Drainage Services Department - Sewage Revenue Section Assistant Executive Manager</p> <ul style="list-style-type: none"><li>▪ Monitoring, preparing, and updating statistical reports to review monthly performance while supervising clerical staff and leading subordinates; preparing performance appraisal reports.</li><li>▪ Drafting meeting minutes, letters, and memos; overseeing record management and filing government documents to ensure comprehensive administrative support.</li><li>▪ Managing and compiling statistical reports to evaluate the monthly performance of the Sewage Revenue Team.</li><li>▪ Providing administrative support to the Summer Internship Program, including preparing training materials and supervising interns' performance.</li><li>▪ Coordinating internal system enhancements by collaborating with IT vendors to propose and address improvement requirements.</li><li>▪ Managing internal technical training materials and procedural documentation; standardizing workflows, presentation templates, and external communication guidelines.</li></ul>
2023 Feb - 2023 Jul	<p>Superstars Kids Education Center Tuition Teacher</p> <ul style="list-style-type: none"><li>▪ Design and maintain Student Performance Assessment Table.</li><li>▪ Planning and preparing instructional materials, creating lesson plans, and delivering engaging and effective lessons to students.</li><li>▪ Communicating student progress to their parents and responding to their inquiries.</li><li>▪ Providing guidance and support to students, both academically and emotionally. Help students set goals, develop self-study skills, and navigate challenges.</li><li>▪ Prepare documents, handle invoice payments and update records in the internal system.</li></ul>
2021 Oct - 2022 Jul	<p>Hong Kong Police Force Probationary Inspector of Police</p> <ul style="list-style-type: none"><li>▪ Physical training and ad hoc exercise handling training.</li><li>▪ Written test and human resource management.</li><li>▪ Conflict handling and finish task under short schedule.</li><li>▪ Application of law and mock court.</li></ul>
2020 Apr - 2021 Apr	<p>AIA Wealth Management Manager</p> <ul style="list-style-type: none"><li>▪ Proactively participated in meetings and helped create new practices.</li><li>▪ Offered hands-on assistance to customers by assessing customer needs and maintaining current knowledge of consumer preferences.</li><li>▪ Provided financial planning and solutions based on clients' financial statements and targets.</li></ul>
2017 Jun - 2017 Jul (Internship)	<p>Shanghai Pudong Development Bank Co. Ltd. (China) Manager Assistant</p> <ul style="list-style-type: none"><li>▪ Supported the senior manager in negotiating and closing investment plans for clients.</li><li>▪ Analyzed over 200 clients' financial statements and provided initial recommendations about investment plans.</li><li>▪ Organized and categorized over 200 current and potential client's information and data.</li></ul>

## Achievements

2019 - 2020	<p>CFA Institute Research Challenge</p> <ul style="list-style-type: none"><li>▪ Team Leader of Team CityU Read equity researches of Link (0823.HK) with groupmate and discussed with groupmate.</li><li>▪ Discussed with Peter Phillips, who is CFA director in Frontier Asia Capital, how to analyze Link and how to determine the potential of a stock.</li><li>▪ Visited the properties own and manage by Link for research purposes and discussed with tenantry.</li></ul>
2019 - 2020	<p>ICBC (Asia) Financial Innovation Competition 2019 - Final Round</p> <ul style="list-style-type: none"><li>▪ Completed one-month summer internship in ICBC Internet Finance Department.</li><li>▪ Team Leader of Team Crystal which performing market research.</li><li>▪ Compared and Analyzed functions of mobile banking application which provide by every bank in Hong Kong. Good data collection and integration skills.</li></ul>

