

Dear Sir/Madam,

## **Personal Statement**

My name is CHEUNG Kai Leuk, Ken, I graduated from the City University of Hong Kong with a Bachelor of Business Administration degree, majoring in Finance and minoring in Computer Science. With over three years of experience in management, administration, and human resource management, including involvement in government projects focused on data visualization, data analysis, and IT solutions.

At the HKSAR Drainage Services Department (DSD), I served as an Assistant Executive Manager, where I played a pivotal role in executing and managing the DSD Summer Internship Program for college students. I developed training materials, such as system guidance and Excel tutorials, and mentored interns to build practical skills in data analysis and PowerPoint presentations. This experience sharpened my project management, leadership, and IT proficiency.

In addition, I acted as a coordinator and liaison officer for internal system enhancements, collaborating with IT vendors to consolidate and propose system improvement requirements. By addressing vendor inquiries and ensuring enhancements met departmental needs, I gained a deeper understanding of software development lifecycle (SDLC) and the critical role of effective communication in technology-driven projects.

My administrative duties at DSD further honed my organizational and time management skills. Supporting my engineering supervisor, I drafted meeting minutes, letters to citizens, and memos to other departments. I was responsible for preparing and managing government documents and inspection reports, ensuring they were accurate and well-organized, for senior review and database update. These tasks, often performed under tight schedules, enhanced my proficiency in Microsoft Word, Excel, and PowerPoint, as well as my ability to manage materials efficiently.

Beyond technical and administrative roles, I oversaw recruitment, record management, appraisals for four subordinates, and monthly statistical reporting using Power BI and Excel. These responsibilities strengthened my capacity to lead teams, analyze big data, and leverage technology for decision-making. These skills are essential for success in information and technology management.

Beyond DSD, I worked as a Tuition Teacher at Superstars Kids Education Center, where I refined my presentation and communication skills by adapting training for diverse

learners. Fluent in Cantonese and Mandarin, and proficient in English, I effectively engaged students from varied backgrounds. I designed and maintained a Student Performance Assessment Excel to monitor progress and provide data-driven insights for targeted training, further demonstrating my analytical skills and adaptability.

Yours sincerely,  
CHEUNG Kai Leuk, Ken