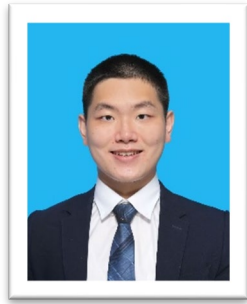


CHEUNG Kai Leuk, Ken



1998-03-02



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Hong Kong

Working Experience

2023 Jul - Now

HKSAR Drainage Services Department - Sewage Revenue Section
Assistant Executive Manager

- HR Policy Development and Compliance: Negotiated terms in agency staff contracts to enhance employee welfare and engagement while ensuring compliance with Hong Kong employment laws, contributing to departmental efficiency and legal adherence.
- Employee Lifecycle Management: Oversaw the full employee lifecycle, managing recruitment, onboarding, performance oversight, and offboarding processes, ensuring seamless transitions and accurate record-keeping.
- Training and Development: Designed and coordinated the DSD Summer Internship Program, developing training materials (e.g., system guides, Excel tutorials) and mentoring interns to enhance their skills, fostering impactful employee development initiatives.
- Administrative Leadership: Assisted engineer supervisor by managing schedules, delegating tasks, and handling directives, while overseeing office operations including supplies, equipment maintenance, and facilities management to ensure a well-functioning workplace.
- Records and Data Management: Maintained physical and digital filing systems for easy access to critical information, and prepared statistical reports to review monthly team performance (e.g., new cases, handled cases, problem cases), leveraging data analysis to support decision-making.

2023 Feb - 2023 Jul

Superstars Kids Education Center
Tuition Teacher

- Design and maintain Student Performance Assessment Table.
- Planning and preparing instructional materials, creating lesson plans, and delivering engaging and effective lessons to students.
- Communicating student progress to their parents and responding to their inquiries.
- Providing guidance and support to students, both academically and emotionally. Help students set goals, develop self-study skills, and navigate challenges.
- Prepare documents, handle invoice payments and update records in the internal system.

2021 Oct - 2022 Jul

Hong Kong Police Force
Probationary Inspector of Police

- Physical training and ad hoc exercise handling training.
- Written test and human resource management.
- Conflict handling and finish task under short schedule.
- Application of law and mock court.

2020 Apr - 2021 Apr

AIA
Wealth Management Manager

- Proactively participated in meetings and helped create new practices.
- Offered hands-on assistance to customers by assessing customer needs and maintaining current knowledge of consumer preferences.
- Provided financial planning and solutions based on clients' financial statements and targets.

2017 Jun - 2017 Jul
(Internship)

Shanghai Pudong Development Bank Co. Ltd. (China)
Manager Assistant

- Supported the senior manager in negotiating and closing investment plans for clients.
- Analyzed over 200 clients' financial statements and provided initial recommendations about investment plans.
- Organized and categorized over 200 current and potential client's information and data.

Self-Introduction

Personalities

- Enthusiastic, highly-motivated, team player with strong organizational and interpersonal skills.
- Target-orientated and an ambitious problem solver who thrives on challenges. I believe progress is the activity of today and the assurance of tomorrow.
- Detail-minded and keen on optimizing work efficiency.
- Open-minded and eager to learn new knowledge and new skills. I believe creativity and technology are key to enhancing productivity and quality.
- Proven ability to complete tasks independently with high pressure tolerance, adept at working efficiently under tight schedules.

Specialties

- Expertise in efficient record management, including organizing, maintaining, and securing records.
- Professional in resource management, including procurement, quotation invitation, and optimizing the allocation of office space, to ensure efficient operations and productivity.
- Proficient coordinator at both departmental and section levels, adept at providing administration support to senior managers and team members.
- Demonstrating expertise in the preparation of statistical reports and conducting data analysis.
- Effectively handling customer inquiries with patience and promptness, displaying quick responsiveness and the ability to handle ad hoc tasks under pressure.
- Well-equipped with thorough grounding in the theoretical accounting concepts and practical computer programming knowledge, including Java, JavaScript, and Python, etc.

Language Skills

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

Skills

- MS Office (Word, PowerPoint, Excel)
- Chinese Word & English Word Processing
- Programming (Java, JavaScript, Python)

Education

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

Achievements

- | | |
|-------------|--|
| 2019 - 2020 | CFA Institute Research Challenge <ul style="list-style-type: none">▪ Team Leader of Team CityU Read equity researchs of Link (0823.HK) with groupmate and discussed with groupmate.▪ 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.▪ Visited the properties own and manage by Link for research purposes and discussed with tenantry. |
| 2019 - 2020 | ICBC (Asia) Financial Innovation Competition 2019 - Final Round <ul style="list-style-type: none">▪ Completed one-month summer internship in ICBC Internet Finance Department.▪ Team Leader of Team Crystal which performing market research.▪ Compared and Analyzed functions of mobile banking application which provide by every bank in Hong Kong. Good data collection and integration skills. |