CHEUNG Kai Leuk, Ken

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Self-Introduction

GitHub Personal Portfolio: https://cheungkencklll.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.

Education

2016 - 2020

The City University of Hong Kong (CityU)
Bachelor of Business Administration
- Major: Finance (Global Financial Markets)
- Minor: Computer Science

Languages

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

Skills

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

Professional Qualification

2025 May

Project Management Foundations
Issued by Project Management Institute (PMI)®

2025 Apr

AI-Powered Shopping ads Certification
Issued by Google Digital Academy (Skillshop)
(Certificate ID: 141163141)

2025 Apr

Google Analytics Certification
Issued by Google Digital Academy (Skillshop)
(Certificate ID: 140425844)

Working Experience

2023 Jul - Now

HKSAR Drainage Services Department - Sewage Revenue Section
Assistant Executive Manager
- Monitoring, preparing, and updating statistical reports to review monthly performance while supervising clerical staff and leading subordinates; preparing performance appraisal reports.
- Drafting meeting minutes, letters, and memos; overseeing record management and filing government documents to ensure comprehensive administrative support.
- Managing and compiling statistical reports to evaluate the monthly performance of the Sewage Revenue Team.
- Providing administrative support to the Summer Internship Program, including preparing training materials and supervising interns' performance.
- Coordinating internal system enhancements by collaborating with IT vendors to propose and address improvement requirements.
- Managing internal technical training materials and procedural documentation; standardizing workflows, presentation templates, and external communication guidelines.

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.

Achievements

2019 - 2020

CFA Institute Research Challenge
- Team Leader of Team CityU Read equity researches of Link (0823.HK) with groupmate and discussed with groupmate.
- Discussed with Peter Phllips, 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
- 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.
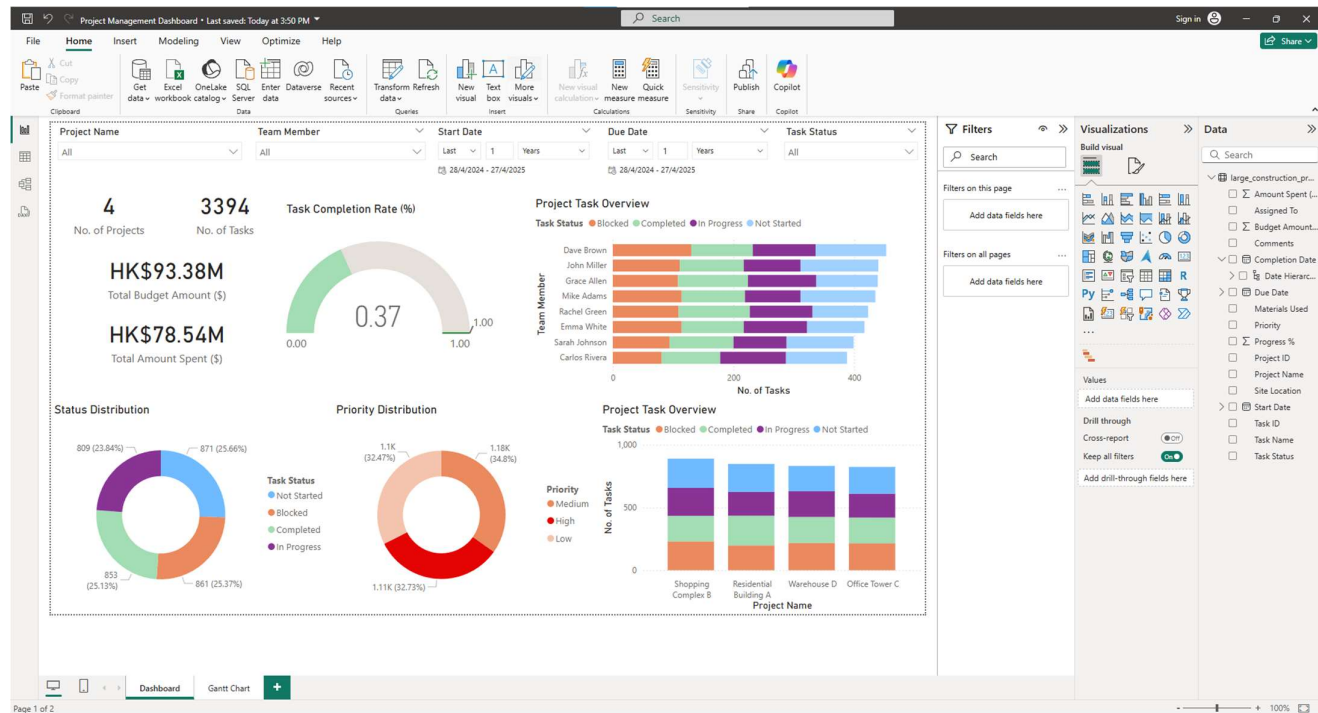
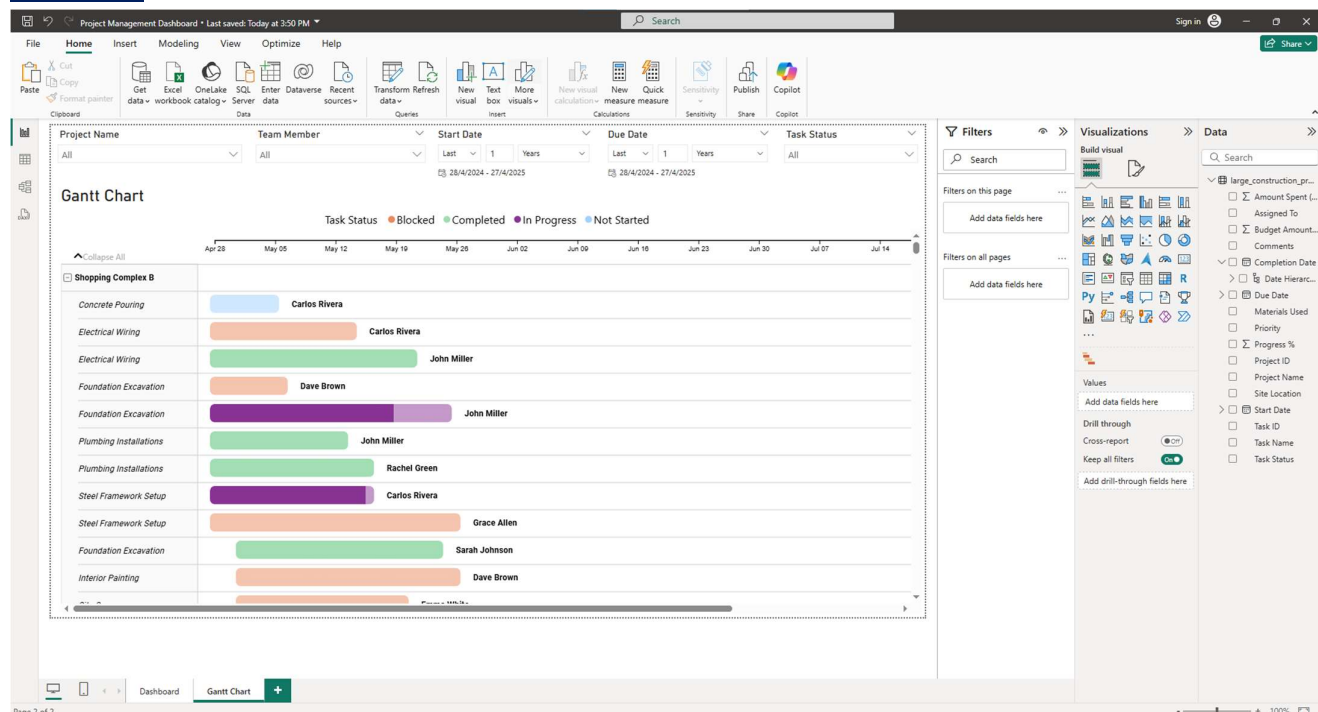## Power BI Project: Project Management Dashboard & Gantt Chart

(Data Source: Kaggle)

Developed an interactive Power BI dashboard for project management, providing real-time insights into key metrics like task completion, budget utilization, project status, and Gantt chart. Designed intuitive visualizations and integrated dynamic filters to enhance data interpretation, enabling stakeholders to track progress and make informed decisions.
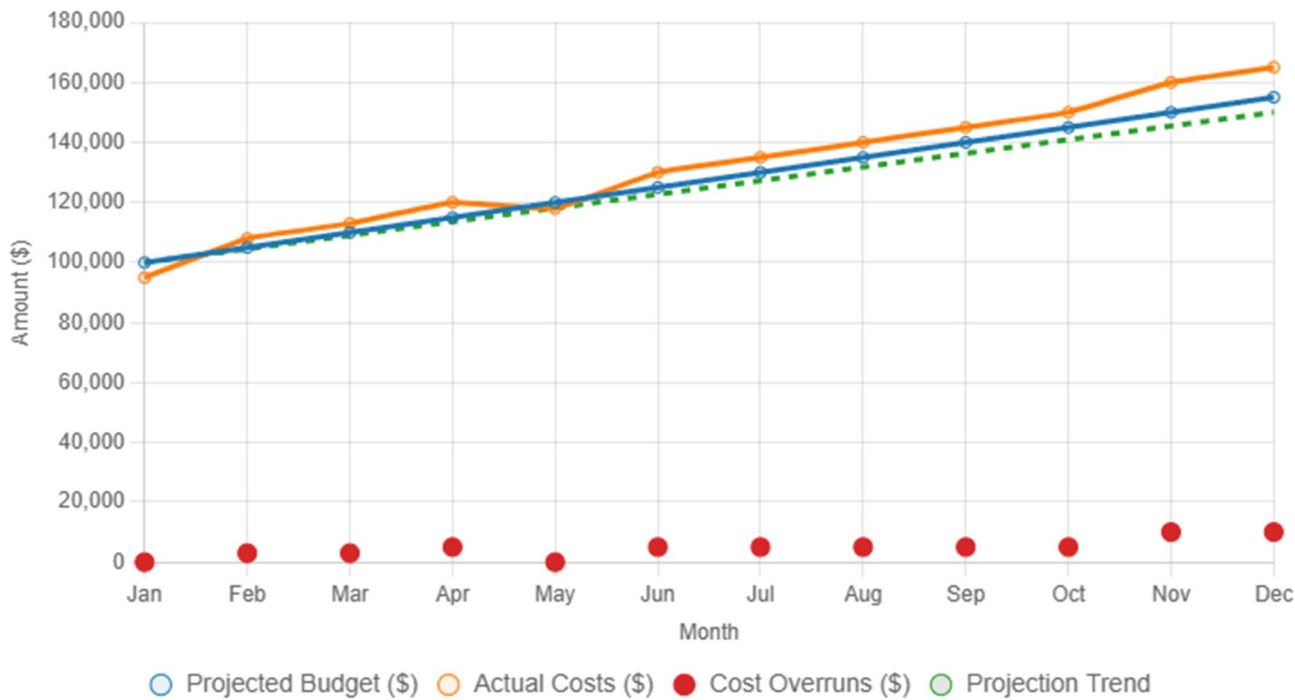
Project Management Dashboard

Gantt Chart

Data Analysis Project: Linear Regression & K-Nearest Neighbor (KNN)

(Data Source: Kaggle)

Developed regression models to highlight key business insights through statistical visualizations. I started with data cleaning, addressing inconsistencies and outliers to ensure data quality. Using techniques like cross-validation and regularization, I fitted linear and logistic regression models while minimizing bias and overfitting.

Linear Regression on Budget Control

Budget Projections vs. Actual Costs with Overruns (2025)

Customer Behavior Analysis Using the K-Nearest Neighbor (KNN) Model

Customer Behavior by Age and Average Spending