

SHING CHIT LEE

PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

WORK HISTORY

Housing Officer, 03/2021 - 09/2022

Hong Kong Housing Department, G/F, Ha Kwai Hse, Kwai Chung Est, Kwai Chung, HK

- Reviewed documentation and input data into computer system to complete eligibility process, re-certifications and tenant move-outs.
- Calculated tenant rent amounts to prepare leases and contracts.

Contract Property Service Officer, 12/2020 - 03/2021

Creative Property Services Consultants Limited, 3 Wang Tau Hom South Road, Kowloon, Hong Kong

- Perform vetting for subsidies in housing benefits
- Flat selection and signing Agreement for Sale and Purchase

Contract Property Service Officer, 08/2019 - 11/2020

Kai Fu Property Services Ltd, 3 Wang Tau Hom South Road, Kowloon, Hong Kong

- Perform vetting for subsidies in housing benefits
- Flat selection and signing Agreement for Sale and Purchase

Contract Property Service Officer, 07/2018 - 08/2019

Pioneer Property Service Ltd., G/F, Shek Fong Hse, Shek Wai Kok Est, HK

- Plan, organize and direct administrative services such as security, cleaning
- Plan and manage the facility's operations budget
- Co-ordinate implementation of repairs, maintenance and renovation
- Ensure response to trouble calls from clients or tenants
- Provide property management service to 700+ tenants

Contract Property Service Officer, 06/2017 - 08/2018

Sunbase Property Service Ltd., 3 Wang Tau Hom South Road, Kowloon, Hong Kong

- Perform vetting for subsidies in housing benefits
- Flat selection and signing Agreement for Sale and Purchase

Contract Property Service Officer, 07/2016 - 06/2017

Kai Fu Property Services Ltd., 3 Wang Tau Hom South Road, Kowloon, Hong Kong



Toronto, ON M2N 0G9



437-329-0310



chitklaus@gmail.com

SKILLS

- JavaScript
- Attention to Detail
- Technical Support
- Tenant Relations
- Employee Motivation and Guidance
- Safe Work Practices
- Inspecting Properties
- Scheduling Repairs
- DBMS
- Microsoft Office

- Perform vetting for subsidies in housing benefits
- Flat selection and signing Agreement for Sale and Purchase

EDUCATION

College Diploma, Software Engineering Technician, Expected in 12/2023

Centennial College - 941 Progress Avenue, Scarborough

Higher Diploma, Business Administration, 07/2015

Hong Kong Institute of Vocational Education - Hong Kong