

Cheung, Ka Lun

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Education

	<i>School</i>	<i>Obtained Qualifications</i>
9/2002 – 6/2005	Hong Kong Institute of Vocational Education(Tuen Mun)	Higher Diploma in Telecommunications and Networking
9/2008 –7/2012	City University of Hong Kong	Bachelor of Science (Hons) in Computer Studies

Professional Qualifications

- Cisco – CCNA 2 Routers and Routing Basics
- Cisco – Fundamentals of Wireless LANs
- Cisco – Fundamentals of Network Security

Working Experience

9/2007
To
7/2023

Manager of IT Department
[Chow Tai Fook Jewellery Co. Ltd]

Duties:

- Negotiate with vendors and handle procurement processes
- Manage renewals of software licenses & maintenance, IT service and various support contracts
- Prepare budget plan for various IT projects
- Work with management to define procurement strategies
- Manage IT vendors to ensure delivery of products and services
- Review suppliers' performance and maintain the suppliers database
- Prepare regular reporting and analysis

12/2007

Teaching Assistant of Youth I.T. Winter Camp 07
[Hong Kong Federation of Education Workers]
Duties: Provide guidance and consultancy to the participants.

3/2001

Enumerator
[Hong Kong Population Census And Statistics Department]
Duties: Collecting the population information and organizing the population data

Skills

PBX, Blackberry, Hotline system, IP Phone system, POS
Conference Room & office renovation

Languages

Spoken: English, Cantonese, Mandarin

Written: English, Chinese