

Lee Tsz Lok

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Working Experience

02/2020-Present

Technician (Electrical and Internet Network cabling)

Duty:

Electricians install, test, maintain and repair electrical installations including electrical wiring in accordance with regulations and specifications.

Responsible for fitting, assembling, erecting, installing, maintaining and repairing equipment.

02/2020-12/2020

Clerk (The Education University of Hong Kong) -Part time

Duty:

To provide support to projects and liaise with project collaborators and partners.

To perform daily administrative duties.

To provide clerical and administrative support to E-filing project, which involves massive categorizing, scanning and organizing computer files process.

To provide assistance to other office admin tasks.

11/2019 –02/2020

Government assistant clerk -Full time

Duty:

To assist in undertaking duties relating to voter registration or the preparation and conduct of general elections;

To handle public telephone enquiries and complaints, and input data;

To undertake general duties and provide office and warehouse support;

To perform manual work and any other related support as and when required;

To perform outdoor work as required.

07/2019 –10/2020

Assistant to HKTV merchant -Part time

Duty:

To perform admin work in HKTV Merchant Management System.

To handle enquiry from client about goods on HKTV.

Education

September 2015 –2019

City University of Hong Kong

Bachelor of Engineering

Major: Computer and Data Engineering

September 2015

Hong Kong Diploma of Secondary Education

Examination (HKDSE)

Technical Skills

Software

Microsoft Office Word, Powerpoint, Excel,

Chinese(30per min) English (30 per min)

Netbean Java application, Android Studio, MATLAB,

Arduino

Programming Language

Java, MySQL

Languages

Cantonese (Good)

English (Good)

Date of available

1 month notice period but can negotiable