Working Experience

Tai Siu Hung, Sandy Mobile: 97387320 Email: tai\_sandy@yahoo.com.hk

*Over 10 years of experience as Executive Assistant providing full spectrum of secretarial and business supports to the top management including expatriates in MNC.*

**04/2013 – present Executive Assistant to Senior Managing Director**

***Accenture Company Ltd.*** – global management consulting company with >600 employees in HK

* Provide full spectrum of secretarial and business support to a British Senior Managing Director & 4 other US/APAC Managing Directors
* Arranging the travel schedules, accommodation and visas, handle expense claims
* Manage calendars, organize conference calls & meetings and liaise with clients & senior executives
* Handle daily correspondences including reports and presentations
* Coordinate logistics for team meetings and events

**04/2006 – 04/2013 Executive Assistant to President (Expatriate)**

***Sartorius Mechatronics Hong Kong Ltd.*** – German manufacturer of lab instruments

* Provide full spectrum of secretarial, administrative and business support to the British President & HK General Manager, e.g. calendar & meeting management, travel arrangement, expenses management, presentation & meeting minutes preparation
* Consolidate sales figures from branches and dealers to prepare various sales and revenue reports by area, industry or product groups
* Liaise with both local and overseas managers to monitor the daily operations of the branches
* Responsible for product launch project which involves marketing budgeting and promotion materials like advertisement, press release and leaflet
* Organize annual country managers/dealers meetings and seminars, target group around 60-80 persons over APAC e.g. SIN, BKK, KL, BJ, SH…

Reason for leaving: company restructure in 2012 Last Salary: HK$25000

**09/2004 – 04/2006 Executive Assistant to Executive Director**

***United Premier Medical Group*** – hospital management consultancy

* Enhance the development of business strategy, promotion plan, corporate affairs
* Liaise with both local and overseas clients and managers to monitor the daily operations of the branches
* Source equipment & materials for company projects
* Execute logistics for company meetings and special events
* Provide full spectrum of secretarial and business support to the senior management team, e.g. coordinate management meetings, travel arrangement
* Manipulate research for project due diligence and prepare & translate management reports, presentations & press release

Reason for leaving: too frequent travel Last Salary: HK$18000

**05/2002 – 07/2004 Sales Executive**

***Great Eastern Healthcare Ltd.*** – healthcare product distributor

* Provide professional product (Baxter Renal System) demonstration & training to users
* Develop and implement business plan for consumer products
* Visit hospitals & patients to achieve customer satisfaction and relationship reinforcement
* Participate in various sales campaigns to achieve sales targets
* In-charge of marketing material preparation e.g. brochure, souvenir, sales kit, newsletter

Reason for leaving: loss of distributorship Last Salary: HK$18000

**05/2001 – 12/2001 Assistant Marketing Manager**

***Media-Go Engineering Ltd.*** - multimedia system integrator

* Co-ordinate and implement all aspects of marketing campaigns e.g. mass mailing, advertising, market research
* Supervise a team of marketing executive and assistant to ensure a smooth and effective operation of the marketing department
* Support the launch of new products, develop PR plan for local & China markets, support ongoing sales campaign
* Prepare and translate marketing materials e.g. brochure, souvenir, sales kit, press release, newsletter
* Execute logistics for trade fairs, conferences and training
* Responsible for trademark registration

Reason for leaving: company restructure Last Salary: HK$21000

***01/1997 - 03/2001 Assistant to Director***

***08/1996 - 01/1997 Marketing Executive***

***Crestron Asia Ltd.*** *–* Asia headquarter of a US remote control system manufacturer

* Provide secretarial and business supports e.g. correspondence, coordinate meetings, reports/agendas/minutes preparation, travel arrangement
* Prepare and translate marketing materials e.g. brochure, souvenir, sales kit, press release, newsletter
* Develop and implement promotional / advertising plans
* Execute logistics for trade fairs, conferences and training
* Liaise with dealers & distributors and reinforce relationships, order administration
* Allocate manpower and other resources

Reason for leaving: career advancement Last Salary: HK$18000

Education

09/1999 – 07/2002 (Part-time)

The Hong Kong Polytechnic University

Master of Science in Management

09/1993 - 07/1996 (Full-time)

The University of Hong Kong

Bachelor of Science in Chemistry with Second Class Honours (Division One)

Languages

Cantonese, English, Putonghua (Statement of Proficiency, course held by HKU), Elementary Japanese (Level 4 Japanese Proficiency)

PC Skills

Microsoft Windows, Winword, Excel, Access, PowerPoint, Frontpage, Outlook, Photoshop, Illustrator, PageMaker, Chinese character inputting

Information

Address : Flat H, 9/F, Mascot Mansion, No. 1 Tin Heung Street, Kwun Tong, Kowloon, HK

Email: [tai\_sandy@yahoo.com.hk](mailto:tai_sandy@yahoo.com.hk) Marital status: Married

Date of Birth: 25 / 05 / 1974 Place of Birth: Hong Kong

Expected Salary

HK$32000-35000 / mth