# Curriculum Vitae\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vivien Wong

## **PERSONAL INFORMATION**

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| Name | Wong Hiu Fei , Vivien |
| Mobile Phone No | 68749988 |
| Email Address | wvivienwong@hotmail.com |
| Home Address | Flat B, 6/F, 35 Seymour Road, Central |

## **EDUCATION**

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| March 26, 2000 | Broker Representative Exam “ Hong Kong” |
|  | Pass |
| Nov 1998 – Dec, 1998 | Basic Airline Ticketing |
|  | Successful Completed Basic Airline Ticketing |
| Sep 1990 – Dec 1993 | China Science Technology and Management University  Beijing / degree of English in Foreign Trade |
| Sep 1986-Sep 1990 | Beijing Language Institute |
|  | High School Graduated |

## **WORKING EXPERIENCE**

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| ***Jan, 2009 – March 30,2017*** | ***BNP Paribas HK*** |
| Position | Exe Sec to Head of GTB APAC |

## **Duties:**

## Provide Secretarial Support & PA to the boss meanwhile to assist a team of sales for the daily secretarial duties

1. Manage boss travel and meeting calendar by outlook application
2. Arrange and organize the Video and Conf call for the internal meeting and client meeting, such as book video conf room and dial in other country for VC meeting, tele-presence meeting arrangement
3. Massive travel arrangement –book air tickets, hotel booking, transportation, visa application.
4. Massive Expense claim for the team, keep record for the invoices and processing the expense claim and relate record keeping
5. Assist in marketing and promotional events such as invite corp clients for the movie night, cocktail event.
6. Manage office Admin works such as stationery order and doc binding, filing, office facilities maintenance.
7. Provides communication systems by identifying needs; evaluating options; maintaining equipment; get approval invoices from management.

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| ***May 2007 – Dec25, 2008 /contract*** | ***Morgan Stanley HK*** |
| Position | Secretary /IBD Dept |

## **Duties:**

## 1. Provide full spectrum of secretarial duties to a team of 7 bankers(2 VP + 1 Asso+ 4 Anaylst) in China Coverage team.

## 2. Organize travel itineraries (including booking flights and hotels)

## 3. Prepare presentation materials and reports, IPO Road Show follow up.

## 4. Prepare claims for reimbursements of business expenses and check invoices from external suppliers in preparation for payment

## 5. Manage and co-ordinate diaries including arranging and booking internal and external meetings

## 6. Handle telephone calls including responding to customer and requests from internal staff

## 7. Visa application for banker's worldwide business trip

## 8. Maintain the stationery storage

## 9. Manage and update bankers travel calendar,and tax form to IRD

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| ***Nov, 2006 - Mar 2007/contract*** | ***Goldman Sachs HK*** |
| Position | Secretary /FICC Dept /trading floor |

**Duties:**

1. Report to China Corporate Sales VP, serve 3 – 5 Bankers, daily routine secretarial job such as handling the phone call, handling e-mail, incoming fax and mailing, filing, meeting & conference arrangement.
2. Traveling arrangement including hotel room and airline ticket bookings for the team, manage the team appointment with the client.
3. Maintain the client’s date base, update and amendment, mailing file.
4. Translation business documents from English to Simplify Chinese, organize the financial report such as Chinese & English typing.
5. Pitch book amendment; liaise with the internal staffs and clients for the company business matters.

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| ***July, 2003 – Nov, 2006*** | ***Asian Capital Finance Co Ltd*** |
| Position | Secretary to MD |

## **Duties:**

1. Handling the daily admin and secretary jobs, such as, handling the phone call, incoming fax, e-mail, and mailing, manage the MD’s day to day appointment calendar.
2. Travel arrangement, book hotel and airline ticket both for business and leisure trips.
3. Provide assistance on expense reports consolidation and PowerPoint presentation materials Preparation, build up filing system.
4. Meeting and conference arrangement, take minutes.
5. Translate the correspondence from English to Simplify Chinese.

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| **Jan 2001 – May 2003** | **Mission Hills Golf Club** |
|  | Golf club and Hotel, real estate |
| Position | Personal Assistant to President |

**Duties:**

1. Provide secretarial support to the President, e.g. travel arrangement –including hotel and airline ticket, appointment arrangement and expense reimbursement, etc.
2. Handling daily meeting and conference arrangement, minutes taking, greeting the VIP clients.
3. Handling incoming phone calls and clients complaints. Office equipment maintained, manage office lady.
4. Liaise with the hotel and real estate departments for the monthly sales and promotions.
5. Translate business proposals (from Chinese to English) and vice versa
6. Writing the memos on behalf of President to individual internal department and business letters to local government and outside companies for the company business matters.
7. Involve in marketing function likes collecting competitive intelligence in the market and ad hoc projects such as organizing the golf events.
8. Assist in the executive’s personal affairs, e.g. housing arrangement in Shenzhen.

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| **Languages** | **Mandarin, Cantonese, English, Basic Japanese** |
| **Computer Knowledge** | **MS Word, Excel, Power Point, Chinese Typing 40wpm, English Typing 60** |
| **Salary Expected** | **（nego）** |
| **Currently Salary** | **32Kx13** |
| **Availability** | **Immediately** |