**PERSONAL SUMMARY**

A Dedicated, self motivated ambitious administrative professional offering significant experience in self directed positions requiring effective support, secretarial and administrative abilities. Proven interpersonal communications and multi-tasking skills. Adaptable team player recognized for willingness to learn and teach newly acquired skills.

Now looking forward to make a significant contribution to a company that offers a genuine opportunity for progression.

**CORE COMPETENCIES**

* Able to adapt to different managerial styles from various cultural backgrounds
* Initiative and strong sense with the capacity to facilitate the co-operation with the 10+ Finance team members
* High efficient in handling documentation and work under pressure handling multiple tasks
* People management in handling conflict situations with the team and build rapport, trust quickly with colleagues.
* Strong priority task management
* Motivating finance team members and secretaries by creating positive/ never gives up attitude.
* Proven track record of coordinating both domestic and international travel for executive level staff smoothly.

WORK EXPERIENCE

DELOITTE TOUCHE TOHMATSU Feb 2017 - present

Deloitte is one of the “Big Four” accounting firms and the largest professional services network in the world

**Executive Assistant - Management Office - Hong Kong**

* Directly report to the Regional Managing Partner's Office and support Regional Managing Director
* Manage schedule, coordinate meetings and personal matters, and prepare meeting agenda and minutes
* Responsible for making travel, accommodation and logistics arrangement
* Closely liaise and coordinate with internal and external stakeholders with professional manner
* Prepare presentations materials, various management reports, correspondences and other documentation
* Schedule and arranging Regional Meeting on monthly basis
* Arranging and schedule partners Breakfast meeting on weekly basis
* Arranging partners’ birthday lunch on monthly basis
* Handling HR issues
* Maintain filing system and confidential information
* Require standby or work virtually after office hours Mon-Sun

METLIFE ASIA LIMITED Oct 2014 – Oct 2016

A world leading insurance company based in USA

**Executive Assistant**

* Support Vice President and team members of Digital by conducting calendar management, scheduling for internal and external meeting coordination and travel arrangements, and collaborating with multiple departments in improving overall quality and efficiency.
* Quarterly review the level/quality of service/cost of travel agent and comparing with other
* Handle expense reports, conducted reconciliations, and write description for individual expenditures and analysis the data avoid discrepancies arise
* Arranging weekly team meetings, focusing on targets and achievements.
* Review operating practices and implement improvements where necessary.
* Arranging the regional meeting event in Asia Pacific.
* Handle and Co-ordinate Ad-hoc special project-based work.
* Collecting data from employee regarding regional headcounts for the team.
* Work ranges from office support assignments to performance of administrative duties involving decision-making and judgment.

PRUDENTIAL CORPORATION ASIA April 2009– March 2014

A world leading insurance company based in United Kingdom

**Executive Secretary**

* Support to Regional Director, 2 Directors and 15 Finance Team members of Cash and Capital Management by conducting calendar management, scheduling for internal and external meeting coordination and travel arrangements, and collaborating with multiple departments in improving overall quality and efficiency.
* Semi-annual review the level/quality of service/cost of travel agent and comparing with others
* Record, transcribe and distribute minutes of meetings.
* Handle expense reports, conducted reconciliations, quarterly Investment documents, and write description for individual expenditures and analysis the data avoid discrepancies arise
* Arranging weekly team meetings, focusing on targets and achievements.
* Review operating practices and implement improvements where necessary.
* Handle auditing documents for new entity for auditors.
* Arranging the regional meeting event in Asia Pacific.
* Handle and Co-ordinate Ad-hoc special project-based work.
* Collecting the data from Bloomberg in monitoring the exchange rate trend on major currencies submit to Finance Team in order to avoid foreign exchange risk
* Work ranges from office support assignments to performance of administrative duties involving decision-making and judgment.

**SCHNEIDER ELECTRIC**  **Mar 2004- Mar 2009**

A France-based multinational corporation that specializes in **electricity** distribution, automation management and produces installation components for energy management

**Personal Assistant**

* Supported to Senior Vice President of Finance & Control and 30 Finance Team member by conducting calendar management, scheduling for internal and external meeting coordination and travel arrangements
* Facilitated the flow of information into, within and out of Finance Department to ensure prompt and effective communication
* Collaborated with various levels of management to gather information pertaining to key administrative and office issues
* Transmitted directives, instructions and assignments and follow up on status of assignments as liaison between the executive and subordinates and others
* Researched, compiled, assimilated, and prepared confidential and sensitive monthly reports on the status of market share for Asia Pacific region.
* Set up an appropriate filling system for correspondence and reports for easy reference and timely location of documents.

**INTERGEN (HONG KONG) LIMITED** **Mar 2001 – Dec 2003**

**A global power generation firm Based in located in the UK, the Netherlands, Mexico and Australia.**

**Executive Secretary/Administrator**

* Served and supported to Managing Director and 2 regional directors of the firm
* Consolidated monthly status of development projects reports for InterGen in Asia Pacific Region.
* Handled in formatting and coordinating monthly Owners Report and delivery to shareholders, Independent Engineer, Global Agent and Lenders.
* Made regional and overseas travel arrangements, prepared itineraries and ensured schedules are coordinated and updated into the regional office corporate calendar.
* Coordinated the interviewing process between management and “new hire” candidate
* Researched information or materials required for business related needs (via Internet, news retrieval programs, etc)
* Handled Ad-hoc special projects and corporate presentations assigned by Managing Director

**Arthur Andersen and Co., Hong Kong June 1997 – October 2000**

Arthur Andersen LLP, based in USA, was one of the “Big Five” CPA firm

**Executive Assistant**

* Provided full range of supports to 3 Legal Partners and 2 Managers
* Handled office operations and renovations
* Prepared correspondence and memos for Andersen Worldwide
* Handled independent correspondence such as time reports, letters, e-mails, faxes and filing
* Handled and liaised with tax personnel for US and HK tax assessment
* Managed and maintain Partners’ schedule and travel arrangement
* Follow-up legal precedents from Andersen Worldwide
* Handled Assisted in amending legal documents

EDUCATION

**Certificate in Company Law and Company Secretarial Practice** September 2003

Hong Kong Management Association

**Bachelor of Arts** December 1992

*Majoring in Economics*

York University, Toronto, Canada

COMPUTER SKILLS

Microsoft Word, Microsoft Excel, PowerPoint, Access, WordPerfect 5.1, Lotus 123 for Windows, Lotus Notes, Dbase, Minitab, Approach 3.0 and Newsviews

LANGUAGE SKILLS

Fluent in Cantonese, English, Mandarin, Hakka and Malay.

REFERENCES

*Available upon request*