**Personal Particulars**

Name : Tang Po Man, Jo-Joe

Address : G/F, No. 215 Lung Mei Tsuen, Tai Po, NT, HK

Date of Birth : Nov 7, 1979

Telephone : 92177524

E-mail Address : jojoetang@yahoo.com.hk

**Experience**

Aug 2016 – May 2017 **Temporary Executive Assistant to Managing Partner**

*Eight Roads Capital Advisors (Hong Kong) Limited (Fidelity)*

Reason for leaving: Contract ended

* Support a Taiwanese Managing Partner, an Australian Financial Director and Asia Finance Team
* Intensive travel and logistic arrangement, arrange meeting schedule
* Personal Assistant of the Taiwanese Managing Partner for his family
* Coordinate with events and projects (e.g. Board meetings, Hospital Grand Opening)
* Prepare presentation materials

Sep 2015 – Mar 2016 **Executive Assistant to Managing Partner**

*Qiming Venture Partners*

Reason for leaving: JD mismatched

* Support a Hong Kong Managing Partner
* Intensive travel and logistic arrangement
* Personal Assistant, marketing duties and office administration
* Coordinate with social communities for events and projects (e.g. helping Hong Kong startups to meet and find angel investors)

Dec 2011 – Sep 2015 **Secretary**

*Carlyle Asia Investment Advisors Limited*

Reason for leaving: Accepted a new offer

* Secretary of Administration Department, IT Department & Asset Management Team – (British, American, Korean, Singaporean, Thai, Hong Kong)
* Travel arrangement, prepare presentation materials and expenses claims
* Office administration includes facilities management, office renovation, relocation and office supplies for four offices in Hong Kong
* Reception duties include greeting visitors, meeting rooms reservations, catering service, phone calls, mails and couriers
* Accounting duties of billing invoices and T&E reports
* Back up for ten EAs to support MDs & Directors

Feb 2007 – Jul 2011 **Operator**

*Credit Suisse*

Reason for leaving: Office relocation

* Coordinated with overseas for visitors’ stay
* Screened incoming calls from switchboard and managed meeting rooms reservation
* Coordinated with internal parties for special events or board meetings
* Responsible for incoming mails, deliveries and daily courier
* Office administration include monthly reports, premises and facilities maintenance, internal documentation management, general accounting and travel arrangement
* Assisted Executive Secretary to support COO and ad hoc projects

Apr 2005 – May 2006 **Spa Concierge**

*I-Spa at InterContinental Hong Kong*

Reason for leaving: Changed field and studied a diploma course

* Maintained smooth operation of reception, fitness centre and spa (guests booking, enquiries and cashiering duties)
* Administrative support to Director include monthly reports, inventory control and complaints handling
* Set up Standard Operating Procedure

Nov 2001 – Jul 2004 **Front of House Manager & Club Administrator**

*Fitness First (Hong Kong) Limited*

Reason for leaving: Company downsized

* Supervised receptionists and cleaners
* Coordinated club development program and members’ party
* Responsible for Staff Orientation & Training Program for operations staff
* Inventory control and facilities management
* Outstanding payment collection and representative for small claims
* Handled complaints and comments
* Performed the roles of Manager on Duty
* Administrative and secretarial support to The Club Manager
* Office administration & HR duties included staff attendance and roster, evaluation, payroll and interviews

Apr 2001 – Jun 2001 **Customer Service Officer**

*Cathay Pacific Airways Limited*

Reason for leaving: Problem in reporting early shift

* Served passengers at the boarding gate and greeted arrivals
* Assisted any special needs
* Responsible for flight connection, hotel accommodation, compensation and routing escort for passengers

Jun 1999 – Nov 2000 **Housekeeping Coordinator**

*The Ritz-Carlton, Hong Kong*

Reason for leaving: Changed environment

* Personal Assistant of a Malaysian Housekeeping Director including the duties of travel arrangement, daily correspondence, taking minutes and appointment scheduling
* Monitored daily operations of Housekeeping Department
* Overall office administration
* Coordinated departmental meeting and internal staff event
* Responsible for staff roster and inventory control
* Coordinated with HR to revise Staff Handbook and Orientation Program
* Handled guest complaints or requests, VIP invitation and Loss & Found items
* Regular reporting for quality control, Profit & Loss and Labor productivity

**Education**

2013 **Practical English Phonetics and Phonology**

**Advanced Course - Fluency and Intonation**

*International Phonetic (H.K.) Association*

2012 **Practical Mandarin Class**

*Kaplan Language Centre*

2010 **Certificate of Financial Management**

*Hong Kong Baptist University*

2009 **Bachelor of Business (Management)**

*RMIT University*

2009 **Certificate of Practical Written Communication for Business**

*The Chinese University of Hong Kong*

2008 **Foundation Certificate Programme in Business Management Subject: Economics / Accounting / Operations / Marketing /**

**Information System**

*The Hong Kong Management Association*

2006 **Professional Diploma in Human Resource Management**

*The Hong Kong Management Association*

2006 **Certificate Programme in Putonghua for Hotel (Elementary & Intermediate level)**

*Hong Kong Putonghua Society*

1999 **HKCEE**

*Hong Kong College*

1. **Certificate of Introductory Hotel Housekeeping**

**Certificate of Hotel Management**

**Certificate of Airline Ticketing & Tariff**

*Hong Kong Christian Service Kwun Tong Vocation Training*

*Centre*

**Award & Activities**

Dec 2016 Certificate of First Aid in Hong Kong St. John Ambulance

2012 – 2015 Fire Marshal at Carlyle Asia Investment Advisors Limited

2008 – 2011 Fire Marshal at Credit Suisse

Dec 2005 Nominee for Employee of the Month at InterContinental Hong Kong

2002 & 2003 Certificate of Excellence at Fitness First (Hong Kong) Limited

Jun 2000 Five Stars Employee Award at The Ritz-Carlton, Hong Kong

Dec 1999 Five Stars Nominee at The Ritz-Carlton, Hong Kong

**Skills**

Computer skills : Windows, Word, Excel, Power Point, Outlook and Chinese

Processing

Software : Concur, Infor & PeopleSoft

Language : Cantonese, English and Mandarin

**Availability**

One week notice

**Current Salary**

HKD39,000

**Expected Salary**

Negotiable