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| Resume | |
| Name | Watt Ka Ping Mary |
| Date of Birth | 10th March 1966 |
| Address | 20th Floor  Block A, Flat 8  Lockhart House  441 Lockhart Road  Causeway Bay, Hong Kong |
| Tel | (852) 2873-1171 |
| Mobile | (852) 9151-1817 |
| e-Mail | [mwatt1817@hotmail.com](mailto:mwatt1817@hotmail.com) |

##### Professional experience

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| **Savills Property Management Limited** | |
| **Customer Service Assistant (Two Month Contract renewable)** | |
| 21 Sep 2017 to  Present | * Stationed at newly-built residential villa in Happy Valley. * Provide customer service support to property sales including clients greetings, guiding show flat tour and explaining property facilities etc. * Routine checking for defects and anomalies, and report to Technical Department for repairs.   Present Salary : HK$14,000 per month |

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| **BNY Mellon** | |
| **Administrative Assistant (One Month Temporary Contract)** | |
| 21 Feb 2017 to  20 Mar 2017 | * Provide executive and secretarial/administrative support to senior executive and regional management team * Act as coordinator for activities between other Asia regional management teams * Prepare confidential correspondence, reports and other documents. Screen incoming calls and correspondence   Present Salary : HK$28,000 per month |

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| **HSBC Commercial Banking** | |
| **Personal Assistant** | |
| 26 January 2015 to  10 December 2015 | * Serving two Managing Directors and teams of MME & International Subsidiaries (total 6 ppls) * Coordinate meetings (face-to-face and video conferences) with internal country heads, including U.K head office and other regional centres * Arrange and sorting travel itineraries as to conform with the Group budget * Attend to Managing Directors’s personal matters * Claim travel and other expenses * Arrange annual departmental off site meetings   Present Salary : HK$34,700 per month |
| **HSBC Global Banking** | |
| **Secretary** | |
| 1 December 2011 to  24 January 2015 | * Assigned to the Financial Institute Group of Global Banking * Serving two Managing Directors and teams of PCG Coverage divisions (total:12 ppls) * Coordinate meetings (face-to-face and video conferences) with clients and internal departments, including U.K. head office and other regional centres * Arrange and sorting travel itineraries as to conform with the Group budget * Assist Managing Directors to compile and submit call reports to senior executives * Attend to Managing Directors’s personal matters * Claim travel and other expenses * Arrange annual departmental off site meetings   Present Salary : HK$34,500 per month |

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| **BNP Paribas** | |
| **Secretary (Temporary)** | |
| 22 July 2011 to  5 August 2011 | * Assigned to the Equity Capital Markets Department * Receiving phone calls * Coordinate and arrange travel itineraries * Other clerical duties   Last Salary : HK$25,000 per month (*pro rata*) |

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| **Value Partners Limited** | |
| **Receptionist** | |
| March 2010 to  May 2011 | * Receiving phone calls * Coordinate and arrange conference rooms * Guests reception * Perform administrative and clerical duties   Last Salary : HK$12,800 |

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| Goldman Sachs (Asia) LLC | |
| Senior Secretary, Global Investment Research Department | |
| April 2005 to  January 2009 | * Senior Secretary to the managing directors and teams of Regional Property and Regional Resources Research * Keep track of securities prices movements using Bloomberg terminal * Weekly update property prices using Centaline database * Prepare office correspondence and documentation * Arrange business appointments and video conferences with institutional investors and listed companies senior managements * Arrange travel itineraries and hotel accommodations * Coordinate with Equity Department for marketing trips * Coordinate with clients for both local and overseas site visits * Occasionally attend interim and annual results analyst briefings * Keep record and compile travel expense claims * Bill clients and keep record of payment arrears * Set up and follow through office filing system * Arrange newspaper and periodical subscriptions specifically relate to the respective sectors * Office administration and personnel matters   Last salary : HK$35,000 |

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| iBridge Capital Corporation*- a Hong Kong based information technology solutions provider* | |
| Senior Secretary | |
| March 2001 to  March 2004 | * Senior Secretary to the Chief Executive Officer * Prepare office correspondence and documentation * Set up office filing system * Arrange business appointments, staff training sessions, travel itinerary and hotel accommodations * Keep record of office expense * Bill clients and keep record of payment arrears * Office administration and personnel matters   Last salary : HK$22,000 |

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| i100 Limited *- a Hong Kong Stock Market listed internet service and content provider* | |
| **Senior Secretary** | |
| May 2000 to  March 2001 | 1. Senior Secretary to the Managing Director 2. Team Secretary for the Corporate Development Acquisition Department 3. Prepare business proposals, acquisition plans, legal documentation and corporate brochures 4. Arrange business appointments and team travel arrangements 5. Set up department’s filing system and library   Last salary : HK$20,000 |

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| **Hunton and Williams**  *- an US-based foreign law office specialising in merger & acquisition and commercial law* | |
| **Legal Secretary** | |
| November 1998 to  May 2000 | 1. Legal Secretary serving 3 solicitors 2. Prepare office correspondence, letters of intent, provisional agreements, legal memoranda and contracts etc. 3. Arrange travel itineraries for team 4. Keep record of solicitors’ work progress and calculate time apportionment 5. Bill clients and keep account of fee arrears 6. Report and liaise with head office in United States   Last salary : HK$14,000 |

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| Banco Santander - the Asia Pacific investment banking arm of Banco Santander S.A. Spain specialising in Corporate and Structured Finance | |
| Executive Secretary | |
| August 1995 to  July 1998 | 1. Executive Secretary to the Managing Director 2. Arrange daily appointments for the Managing Director as well as attending to personal matters 3. Co-ordinate departmental reporting 4. Attend monthly senior management/department heads meeting and prepare minutes 5. Keep track of the Group’s overall activities and report to the Managing Director 6. Provide support to the Structured Finance Department 7. Set up office filing system and library for periodicals 8. Arrange business appointments and travel arrangements   Last salary : HK$25,000 |

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| **Barclays Bank PLC** | |
| **Senior Secretary** | |
| December 1994 to  September 1995 | 1. Secretary to Director, Associate Director and Manager of Structured Finance and Syndication Department 2. Prepare office correspondence and support to investment transactions 3. Arrange reception banquets for transaction signings 4. Arrange travel and hotel accommodations   Last salary : HK$13,000 |

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| Century 21 Hong Kong Limited - a Hong Kong based real estate agency franchise | |
| Executive Secretary & Sales Co-ordinator | |
| May 1993 to  September 1994 | 1. Executive Secretary to the Managing Director 2. Set up new filing system and office facilities 3. Provide support and documentation for general administration and franchisees 4. Arrange travel arrangements   Last salary : HK$13,000 |

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| Colliers Jardine Management Limited | |
| **Secretary** | |
| February 1991 to  April 1993 | 1. Secretary to Property Management Department 2. Provide secretarial and clerical support   Last salary : HK$9,500 |

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| American Express International Inc. | |
| Credit Analyst (Card Division) | |
| September 1987 to  September 1990 | 1. Credit Analyst of the American Express Charge Card Section 2. Update on members’ charge card accounts 3. Contact members regarding returned mails, cheques and overdue accounts 4. Take appropriate actions and recommendations on overdue accounts   Last salary : HK$7,500 |

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| **Far East Shipschandler Co. Ltd.** | |
| **Clerk** | |
| August 1986 to  August 1987 | 1. Attend general shipping arrangements and documentation   Last salary : HK$2,300 |

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| Academic Qualifications | | |
| 1984 to 1985 | Form 5 | Maria College |
| 1985 to 1986 | Commercial Course | City College of Commerce |

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| **Skills** |
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| Excellent in handling work and under time pressure  Proficient in Microsoft PowerPoint, Excel, and Word. PC literate. |

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| Language |
| Fluent in both spoken and written English and Cantonese |

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| Expected Salary |
| Negotiable |

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| Availability |
| Immediate |