**Leanne Lai - Resume**

**PERSONAL PARTICULARS**  
Name： Lai Yin Fong, Leanne       
Contact No.: 6223-0152

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**SUMMARY**

Detail-oriented Executive Assistant adept at coordinating international travel, scheduling meetings, managing complex calendars, preparing various reports and efficiently handle all-rounded office administrative work. Highly self-motivated and skilled at prioritizing tasks. Employs professionalism and superior communication skills to reach company/ executives’ goals.

**WORKING EXPERIENCES  
Sequoia Capital China Advisors (HK) Limited Dec 14 – Jul 17**

**Executive Assistant**

* Full spectrum of secretarial support to CFO & 4 Company Partners
* Coordinate intensive travel arrangement, meetings appointment, calendar management, setup video/ conference calls, arranging internal/ external meeting facilities & refreshment, reconcile expense reimbursement, handling business correspondence
* Manage personal matters e.g. visa application, family travel ticket & accommodation booking
* All-rounded office administrative tasks, included procurement, reviewing vendors contract, managing 1 tea lady and 1 IT staff, monitoring monthly office payment, renovation, maintaining updated filing system, courier delivery, pest control, carpet cleaning
* Responsible for Investors Relation work, e.g. communicating with investors about share distribution & capital call, tracing necessary tax & compliance documents
* Finance & HR support, e.g. frequent financial data entry, updating finance database, monthly annual leave report, reviewing medical insurance

**Generali Investments Asia Limited Apr 14 – Dec 14**

**Administration Assistant & Secretary**

* Full spectrum of secretarial support to CEO & COO
* Coordinate travel arrangement, meetings appointment, daily calendar management, expense reimbursement, taking minutes, drafting and translating documents, letters and reports
* Manage personal matters e.g. visa application, family travel ticket & accommodation booking, preparing family travel itinerary, home appliances maintenance
* Office administrative tasks, included procurement, reviewing vendors contract, monitoring monthly office payment, maintaining updated filing system
* Generating monthly annual leave report, daily staff attendance record

**FSC Investment Holdings May 11 – Apr 14**

**Receptionist**

* Greet and welcome guests
* Schedule conference room appointment and organize video/ conference calls
* Screen incoming phone calls and answer enquiries
* Arrange courier delivery
* Provided administrative support e.g. travel arrangement, expense reimbursement

**South China Athletic Association Oct 10 – May 11**

**Communication Officer**

**King’s Glory Education Centre Sep 09 – Aug 10**

**Customer Service Representative**

**EDUCATION BACKGROUND  
Hong Kong Management Association 2014**

Secretarial and Administrative Practices

**HKU Space Community College**  **2007-2009**

Higher Diploma in Tourism and Events Management

**LANGUAGE SKILLS:**English: Good command of spoken and written English  
Chinese: Excellent command of written and spoken Chinese (both Cantonese and Mandarin)  
        
**COMPUTING SKILLS:**Microsoft Office: Word, Excel, and PowerPoint

Word processing:  English and Chinese Word Processing

**CURRENT SALARY:** 28k

**EXPECTED SALARY:** 32k (negotiable)

**AVAILABILITY:** Immediate