**Resume**

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**Employment:**

***February 2015 – August 2017outside***

***Turiya Advisors Limited (Office Manager & Executive Assistant to COO office)***

* ***Office Manager***
* co-ordinate with office Compliance, IT and Bloomberg matter
* organizing company events or conferences
* dealing with correspondence and queries
* supervising and monitoring the work of administrative staff
* liaising with suppliers / vendors
* implementing and maintaining procedures / office administrative systems
* organizing induction programs for new employees
* ensuring that health and safety policies are up to date
* maintains office serviced by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
* defining procedures for retention, protection, retrieval, transfer and disposal of records
* maintain office efficiency by planning and implementing office systems, layouts and equipment procurement.
* ***Executive Assistant to COO office***
* performs assistant activities for executive management, Chief Operating Officer, Deputy Chief Operating Officer and General Consul
* acting as a first point of contact dealing with correspondence and phone calls
* managing diaries and organizing meetings and appointments
* booking and arranging travel, transport and accommodation
* reminding the supervisors of important tasks and deadlines
* managing database and filing systems
* collating and filing expenses

***July 2010 – December 2014***

**LIM Advisors Limited (Executive Assistant)**

* ***Personal Assistant to Director / Partners***
* to provide an efficient and responsive administrative, organization, and logistical service;
* helping Director to manage and priorities his time;
* providing full secretarial assistance to the management team during absences to ensure a high level of service is maintained;
* initiative to resolve issues quickly in an appropriate manner;
* manage and maintain the Director’s diary;
* ensure busy diary commitments is managed effectively and troubleshooting problem;
* organizing travel and preparing complex travel itineraries;
* planning, organizing and managing events;
* conduct weekly diary meetings with the Director to discuss upcoming engagements, invitations and other requests;
* schedule on behalf of the Director meeting between him and company clients and his direct reports and the committees and groups to which he is a member;
* coordinate travel and accommodation requirements in connection with others and ensure arrangements in place to match the requirement;
* filter general information, queries, phone calls and invitations by redirecting or taking forward such contact as appropriate;
* ensure the Director is fully briefed on, or prepared for, any engagements he is involved in;
* ensure guests meeting with the Director are well taken care of;
* provide a service that is in line with the Director’s work habits and preferences;
* to perform other ad-hoc tasks
* to deal with and solve personal related matters request by Director

***February 2006 – July 2010***

**SPARX International (HK) Limited (Office Manager)**

* Corporate Administrative Dept. / Executive Assistant to Senior Management
  + works closely and to help managers to make the best use of their time by dealing with secretarial and administrative tasks;
  + screening telephone calls, enquiries and requests, and handling them when appropriate;
  + welcoming and looking after visitors;
  + supervising the receptionist;
  + organizing and maintaining diaries and making appointments;
  + dealing with incoming email, faxes and post;
  + producing documents, reports and presentations;
  + carrying out background research and presenting findings into subjects the manager is dealing with;
  + organizing meeting and ensuring the manager is well-prepared for meeting;
  + liaising with clients, suppliers and other staffs;
  + standing in for the manager and making decisions and delegation work to others in their absence;
  + devising and maintaining office systems to deal efficiently with work flow;
  + organizing and storing paperwork, documents and computing-based information;
  + arranging travel and accommodations for managers
  + carrying out specific projects;
  + arranging travel and entertainment expense claim:
  + organizing and planning of new office set up and renovation;
* Human Resources Department
  + keeping staffs personal file;
  + preparing monthly payroll;
  + apply working visa for expatriates;
  + looking for apartment and school for expatriate and family members;
  + dealing with accounting payable matters with accounting department;

***Nov 2003 – February 2006***

**Kebi International Limited / Travel Planner**

* handling commercial clients to provide travel information and arrange local and international hotel booking.

***June 1998 – November 2003***

**Hantec Investment Holdings Limited / HK Stock Exchange Listed Company (#0111)**

**(Assistant Manager)**

* e-Trade Support Unit (from May 2003 – Nov 2003)
  + to support securities and foreign exchange dealing enquiries of E-trading system
* administrative and Secretarial duties (from June 1998 – January 2002)
* organizing and planning of office move & 6 new branches set up with renovation.

***July 1992 – March 1998***

**Smith Barney (HK) Limited / US Investment House (Administrative Secretary)**

* Administrative and secretarial support to FX Dealing team and Credit Analysis team
  + overall administrative and secretarial duties
  + prepare monthly dealing report;
  + report to multi-nationality boss (such as American, France, United Kingdom, Germany & PRC);
  + to support filing & news clipping for Credit Department.

**Education:**

Period School Level

1978-79 St. Margaret Girl’s College Completion of Form 1

1978-83 Matteo Ricci College Completion of Form 2 – 5

**Skills:**

* Language – Fluent English, Cantonese and Mandarin
* Computing – MS Excel & Words

**Specification :**

* mature, proactive, well organized, self-starter, strong sense of responsibility;
* resolves problems in a timely manner and gathers and analyzes information skillfully;
* good clerical and administrative skills;
* honesty and reliability;
* excellent organization skills;
* able to work on my own initiative and to tight deadlines;
* flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines;
* understanding of confidentiality issues and the use of discretion;
* able to work independently, strong commercial sense and analytical mine.

**Availability:**

1st September 2017