**Shirina Kit Kwan Chan**

Tel. 9881-2897

E-mail: [Shirina8@netvigator.com](mailto:Shirina8@netvigator.com)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment History**

**October 2016 – August 2017**, **UBS AG, Executive Assistant**

Provide Secretarial support to the M&A team and AIG team.

Manage Bankers’ calendar, set up calls, coordinate on boarding for the new bankers and adhoc administrative work.

Coordinate complex travel logistic, expenses claims.

**April 2015 – June 2016 Invesco Hong Kong Ltd., Executive Secretary**

* Provide secretarial support to the Regional Head of Institutional Alternatives & investment Solutions.
* Manage the calendar for the Regional Head, co-ordinate meetings, set up conference calls and other logistics with worldwide offices
* Provide secretarial support to the Head of Institutional Sales, APAC and his team.
* Co-ordinates travel logistic and complete travel expenses claims as well as adhoc administrative work.

August – Nov. 2014 **Natixis Hong Kong, Contract Secretary**

* Provide secretarial support to Head of Corporate Coverage Asia Pacific, and his management team.
* Manage complex calendar, co-ordinate meetings, set up conference calls and other logistics with worldwide offices.
* Co-ordinates travel logistic and complete travel expense claims.

Feb – May, 2014 **Sun Life Financial, Temp Secretary**

* Secretary to CFO Asia and an internal auditor, Regional office.
* Manage the CFO calendar and coordinate meetings and set up conference calls with different regions.
* Coordinates travel logistic, adhoc travel requests, expenses claims.

June 2013 – Jan. 2014 **UBS AG, Executive Assistant**

* PA to Head of Investment Management APAC/Head of Investment Suitability APAC, Wealth Management
* Managed the calendar of the MD, and liaise internal and global offices for meetings set up.
* Coordinate logistic for business travels for the MD, and complete travel expense claims.
* Provided administrative support to the teams and assisted teammate relocation.

April 2010 – Dec. 2012 **J.P. Morgan Securities (Asia Pacific) Ltd., Executive Assistant**

* Assistant to Chairman, Managing Director of Global Markets, China.
* Manage the calendar of the Chairman, and liaise internal and global offices and external companies for meetings and conference calls.
* Coordinate logistics for business travels for the Chairman, clients and team travel arrangements and complete travel expense claims.
* Coordinate and liaise with different departments within the company and vendor to set up meetings, luncheons and deal with other administrative duties.
* Support overseas visitors and manage meetings arrangements.
* Personnel on-boarding and off-boarding including manage the logistics for new staff.
* Provided secretarial support to the Electronic Clients Solution team and Prime Brokerage team with over 15 teammates.

April 2009 – Dec. 2009 **Barclays Capital Asia Ltd., Analyst / Executive Assistant**

* Assistant to 5 Managing Directors by managing their calendars and liaising internally with global offices and external companies for meetings and conference calls.
* Provided secretarial and administrative support to 5 trading desks, namely, Equities Derivatives, Cash Equities, Prime Services, Convertible Bonds and Fixed Income with over 30 teammates of Director and VP levels.
* Made travel arrangements, expenses claims and payment reports for the professionals.
* Provided secretarial support to oversea visitors.
* Personnel on-boarding and off-boarding including manage the logistics for new staff.

Dec. 2007 – Dec.2008 **J.P. Morgan Securities (Asia Pacific) Ltd., Secretary**

* Provided secretarial & administrative support to the Investment Banking Dept., Greater China team
* Organized and liaised with different depts. for business meetings and conference calls for bankers.
* Scheduled meetings and managed banker’s calendars
* Arranged travel logistics, expenses claims and payment reports for bankers

Nov. 2005 – Sept. 2007 **Lehman Brothers Asia Ltd., Administrative Assistant**

* Assisted the senior Managing Director, Equities Asia Head/Global Opportunities Group, and teammates (SVP) relocated from Tokyo office to Hong Kong office and set up the new office.
* Provided Secretarial support to senior MD, SVP and overseas visitors during their visits.
* Managed MD and SVP’s calendars and liaised with global for meetings and conference calls.
* Made travel arrangements, expenses claims and payment reports.
* Support the Volatility Proprietary Trading desk and assist traders on trades booking in various derivative products including analyze term sheets.
* Worked very closely with the Middle Office and help solve any queries regarding the trade booking.
* Performed different administrative tasks for the department such as coordinating with other departments on different aspects.
* Support the Private Deals comprise of a team of Bankers.

July 2004 – April 2005 **Amsterdam Trust Corporation (Hong Kong) Ltd. Administrator**

* Provided day-to-day administrative, accounting, and secretarial support to the Managing Director.
* Prepared Monthly reports such as bank reconciliation, sales report and expenses report.
* Responsible for daily correspondence with the overseas offices and draft correspondence.
* Performed corporate secretarial duties for the Hong Kong, Cayman Island and British Virgin Islands companies.
* Assisted the overseeing of Joint venture in Hong Kong, and report to the Managing Director of any issues arising when she is outside of Hong Kong on business.

Nov. 2003 – May 2004 **JP Morgan Securities (Asia Pacific) Ltd., JPM Asset Management, Contract**

* Provided trade support for the Unit Trust Operations Department.
* Responsible for trade settlement, funds redemption, FX arrangement.
* Handle and manage clients’ data, and activation of new accounts.
* Index and process incoming documents.

Feb. 2003 – Sept. 2003 **Citic Capital Markets Holdings Ltd., Administrative Assistant**

* Prepared reports for each departments cost expenditure and bill settlement.
* Responsible for stock ordering and controlling.
* Provided administrative and secretarial support.
* Arranged company activities and ad hoc project.

May 1998 – December 2001 **TD Waterhouse Investor Services (H. K.) Ltd., New York/Hong Kong**

(Current named as DBS Vickers Securities) **Business Development Officer**

* Organized investor relations programs such as investment exhibition, seminars, road shows, and company visits to establish a closer relationship with customers and to promote the company’s products and services.
* Liaised with different departments for investigation on unsettled trade and tasks.
* Executed clients’ order.
* Handle inquiries from customers on company’s products & services in an effective & efficient manner.
* Delivered quality services to customers on the telephone, in writing and at meetings.
* Coordinate projects such as web-broker and Wap phone system for test implementation.
* Prepared statistical data from system testing for analyst use.
* Demonstrated the company’s web-broker system to new users in in-house seminars.
* Responsible for writing workflow procedure and provided on-the-job training for the new staff.
* Solid experience in Sales and Marketing such as new account acquisition, projects coordination and customer services.

**TD Waterhouse Investor Services Inc., New York City, USA**, **Broke**r **Trainee**

* Performed domestic customer on-line services in Call Center.
* Prepared estimation in customer buying power.
* Reviewed market news and collected data for business analysis.
* Administered applications for new accounts and compiled reports.
* Performed administrative work and marketing duties.

**Educational Background**

BBA in Finance & Investment (Full time), **The Bernard M. Baruch College, City University of New York, USA, 1998**

**Skills**

Languages**:**  Fluent in English, Mandarin and Cantonese.

Computer Software: MS word, Excel, PowerPoint, Lotus Notes system,