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## Summary

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Experienced in a variety of office positions and looking to utilise my skills in a challenging environment. Proven adaptability, time management, multi-tasking and problem-solving skills that are transferable into various roles. Can work independently and able to work in teams and keen to develop professional skills further. I have developed my communication, organization skills and positive attitude during my experiences, and am motivated to utilize these skills in my future career path.

## Skills

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- Word, Excel, Power Point, Outlook
- Experienced in different post with great problem solving and organization skills
- Good time management to meet deadline
- Can work independently, a good team player, attention to detail and can-do attitude

## Work History

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### Barista, 07/2024 – 07/2024

Starbucks

- Order taking in the till, prepared coffee and food and cleaning.

### Packer, 06/2024 – 06/2024

AKW

- Packing under a fast production line and followed line manager instruction.

### Personal Assistant, 05/2022 - 12/2023

Seeds Skateboarding Institution (Self Employed)

- Personal assistant arranged daily appointment.
- Handled the family's daily itinerary and arranged flight and hotel bookings, visa applications and ad hoc matter using my time management skills.
- Arranged rental contract, dealt with tenants and arrange repair technician for the client's properties.

### Executive Assistant, 08/2013 - 01/2022

Chan Ting Bong Workshop/Foreseers Limited

- Oversaw all administrative duties and document support for admin, sales and purchase team, monitored stocks levels.
- Dealt with a diverse range of customers, arranged bookings and classes, prepared power point for seminars using PowerPoint.
- Arranged daily consultation appointments for CEO, followed up client's enquiries and prepared reports after consultation.
- Attended the front counter and kept the money secure whilst handling customers.
- Kept the office space clean and managed company stationery and daily necessities.

**Project Manager, 04/2013 - 06/2013**

Geneva Watch Group

- Dealt with suppliers and prepared the purchase orders
- Looked after delivery dates before deadline
- Communicated to external parties such as the delivery company and the factory to ensure deliveries were processed correctly.

**Customer Service Supervisor, 04/2008 - 03/2013****Shipping Clerk, 04/2007 - 03/2008**

Technomarine Asian Limited

- Oversaw aftersales department and repair team, monitored stocks levels.
- Prepared Purchase Order, Delivery Note, Invoice full set documents.
- Managed the defected watches and prepared the specific repair services required for the clients, ensured prompt communication between clients and the technician.
- Arranged full set of import and export shipping documents.

**Purchaser, 05/2004 - 04/2007**

Art Concord Limited

- Prepared purchase order for watches spare parts.
- Dealt with supplier and manage delivery within deadline
- Sourcing new factory / supplier.
- Arranged full set shipping documents.

**Purchaser, 07/2002 - 05/2004**

Tong Fong Watch Dials Limited

- Prepared purchase orders and managed delivery, issued invoice to clients.

**Sea Freight Operator, 12/2001 - 07/2002**

Unitex Forwarding Company

- Arranged sea freight container bookings and issued Bill of Lading.
- Prepared Invoice and other document support.
- Deal with client and managed the booking forms.

**Shipping Clerk, 03/1997 - 08/2001**

Sadoshima (HK) Company Limited

- Arranged full set of import and export documents.
- Prepared purchase order, sales order and invoice.

**Education**

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**Oasis Academy Media City UK**

2023-2024

ESOL English Level 1&2

**Breaking Barriers**

Employment Foundation

June 2024

**Heep Yunn School**

1984 – 1995

HKCEE Certificate - equivalent to UK GCSEs