

RESUME

Personal information

Name	Cheung Man Hin
Gender	Male
Age	29
Email	hugaibb@gmail.com
Tel No.	90603095

School attended

2021-2022	The HKU School of Professional and Continuing Education (Postgraduate Diploma in Information Technology)
2014-2018	Hong Kong Baptist University (Major subject : Physical Education and Recreation management)
2013-2014	TWGHs Lui Yun Choy Memorial College
2007-2013	Christian & Missionary Alliance Sun Kei Secondary School

Academic Qualification

2014	Hong Kong Diploma Secondary education Examination	
	Chinese Language	4
	English Language	3
	Mathematics (compulsory)	5*
	Liberal Studies	4
	Economies	5
2013	Hong Kong Diploma Secondary education Examination	
	Chinese Language	3
	English Language	3
	Mathematics Module 1 (calculus and statistics)	4
	Mathematics (compulsory)	5
	Liberal Studies	3
	Economies	4
	Business, Accounting and Financial Studies	4

Working Experience

Company name	N2N-AFE (Hong Kong) Limited
Period	Oct 2022 – May 2024
Position	Operations Support Specialist
Responsibility Assisted	<p>provide assistance and support to users</p> <p>maintain documentation and update support materials</p> <p>demonstrate proficiency in SQL for data manipulation and analysis</p> <p>experience in database restoration and fallback, ensuring data recovery and continuity</p>
Company name	Hang Seng Bank
Period	Apr2019 – Oct2021
Position	Counter Service Supervisor
Responsibility Assisted	<p>Provide quality customer service through counter transactions</p> <p>Refer customers to appropriate bank colleague</p> <p>Ensure smooth branch operations and achieve satisfactory audits.</p>

Skills

- Proficient with Microsoft Office (Word, Excel, PowerPoint, PowerBI and Outlook)
- Knowledge of Java, JavaScript, HTML, CSS
- Skilled in utilizing database management systems including MS SQL, Oracle, MySQL
- Experienced in utilizing project management tools such as JIRA

Salary

Current salary:	\$20,000
Expected salary:	\$23,000

Availability Date

Availability date: immediate