

Resume

Personal Data

Name : Chan Kin Ling, Kristen
Address : Rm2625, King Min Hse, King Lam Est, Tseung Kwan O, N.T., Hong Kong
Date of Birth : 05/02/1992
Telephone No.: 6650 1302 (Mobile) 2703 4456 (Home)
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Education

2013-2015 **School of Professional Education and Executive Development of The Hong Kong Polytechnic University,**
Bachelor of Arts (Honours) in Business (International Business)
2010-2013 **Hong Kong Institute of Vocational Education (Tsing Yi),**
Higher Diploma in Corporate Administration (Pass with Credit)
2009-2010 **Youth College (Tseung Kwan O),**
Foundation Diploma in Business Stream (Pass with Distinction)
2004-2009 **Shun Tak Fraternal Association Cheng Yu Tung Secondary School**
Form 1-5
HKCEE: 5 passes including Chinese (Level 2), English (Level 2), Commerce (D)

Working Experience

03/2013 – 06/2015 **Sky Glory Consultants Limited**
Assistant Officer (Part-Time)
Job duties:
- Data entry for the reports
- Clerical duties on ad-hoc basis

11/2011 - 01/2013 **Empire Printing & Production Specialist Ltd**
Office Assistant (Part-Time)
Job duties:
- A range of duties to production
- Direct mailing
- Coordinated with helpers

07/2012 - 08/2012 **SDV Logistics (Singapore) Pte Ltd**
Billing Officer (Internship)
Job duties:
- Attached and detached documents
- Handled import and export shipments
- Updated and maintained database regularly

Extracurricular Activities

01/2014	Exhibition helper HKTDC Hong Kong Toys & Games Fair
23/07/2012 - 31/08/2012	Overseas Student Exchange Programme (Singapore)
03/07/2012 - 06/07/2012	HKTDC Ambassador HKTDC Hong Kong Fashion Week for Spring/Summer
23/05/2012	Student helper at Annual Corporate & Regulatory Update 2012 The Hong Kong Institute of Chartered Secretaries
31/03/2012 - 01/04/2012	Volunteer 2012 Hong Kong Odyssey of the Mind Competitions
11/2011	Exhibition helper Global Sources - China Sourcing Fair

Skills

Computer skills: Microsoft Office (Word, Excel and PowerPoint)

Language skills: Fluent in Cantonese; Good in written and spoken English and Mandarin

Word Processing skills: English (around 35 w.p.m), Chinese (around 30 w.p.m)

Expected Salary

HK\$12,000/month, negotiable