

# RESUME

## PERSONAL INFORMATION

Name: Kent, Chan Tai Man (陳大文)  
Sex: Male  
Date of Birth: 01 January 1986  
Contact No.: 98765432  
E-mail add.: sample@gmail.com

(Further information will be provided on request)

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## CAREER OBJECTIVE

Hope to take up precious experience, challenges and looking for long stable career.

## AVAILABILITY

Immediate

## EXPECTED SALARY

\$25,000 (negotiable)

## WORKING EXPERIENCE

### 01/2018-Present **Deputy Manager, OOO Wealth Management Limited**

- Set up and manage data system
- Calculate commission
- Update monthly business report
- Manage new business workflow
- Checkup new business submission documents
- Update news & communicate with services providers

### 01/2016-12/2017 **HR Manager, OOO Finance Limited**

- Responsible for managing all round HR responsibilities including recruitment, HR operations, C&B etc.
- Continuously review HR Policies and workflow, monitoring the effectiveness of the HR projects
- Reports and resolve the compliance or disciplinary HR related issues
- Manage the general office administrative functions.
- Perform ad hoc duties as required

- 01/2014-12/2016 **Administrator & CS, OOO Lifestyle Company**
- Deliver professional customer service to customers via instant phone and Email
  - To provide quality service in order to maintain good relationship with customer
  - To handle enquires from customer and manage daily operations
- 01/2013-12/2014 **Secretary, OOO Partners & CO**
- Team Office Management: contact for cleaning, ordering stationary & water supply, courier arrangement, office fixed asset management, air-conditioning related matters, etc.
  - Typing out of letters, maintaining files of paper documents, etc.
  - Managing event budgets and doing bookkeeping, attending telephone calls, handling visitors, maintaining websites, and making travel arrangements
  - Running a high-level conference or arrange the catering for a typical lunch meeting
- 01/2010-12/2010 **HR Officer, OOO Limited**
- To provide administrative support in recruitment and staffing matters in accordance with defined recruitment procedures and other HR policies/practices such as job advertisement, interview and test arrangement, preparation of employment contract, employee movements, etc..
  - Organize travel arrangement & regional conference
  - Provide assistance to Senior Executives

## EDUCATION

2005-2007 **University of OOO**  
Bachelor of Art (Hons) in English Studies

1998-2004 **OOO Memorial College**  
*Hong Kong A-Level Examination*

<u>Subjects</u>	<u>Grade</u>	<u>Subjects</u>	<u>Grade</u>
Use of English	B	Chinese History	D
Chinese Language & Culture	C	Chinese literature	C

## License

IIQE Paper 1,2,3

## LANGUAGES

Fluent: Cantonese, Good: English and Mandarin, Japanese Language Proficiency Test JLPT N2

## Computer Skills

Microsoft Office, SAP, Adobe Photoshop