

Thomas Victor

ADMINISTRATIVE OFFICER

Summary

Thorough and steadfast office worker with top-notch administrative skills and solid background in non-profit organisations and other companies. Surpass business targets while satisfying diverse customers and members' demands. Independently handle clerical tasks like routing correspondence and arrangements to keep chamber/ organisations and company operations smooth and efficient.

Experience(s)

Administrative Officer

Indonesia Chamber of Commerce in Hong Kong

Sep 2018 - Dec 2019

- Provide all-rounded administrative support
- First point of contact to deal with correspondence and phone calls
- Prepare memorandum, minutes, reports, presentations and correspondence
- Coordinate events
- Liaise with other countries chamber of commerce on administrative matters
- Update marketing and communications materials with good quality output.

Merchandiser

Omniwell International Ltd Jun 2018 - Aug 2018

- Answered customer questions regarding store merchandise, department information and pricing.

Accounting Clerk

The Korean Chamber Of Commerce In Hong Kong

Dec 2017 - Mar 2018

- Responsible for accounting reconciliations
- Data entry and accounting reports
- Manage office routine and ad hoc work
- Liaise with external and internal parties for events

Admin Assistant (Korean Speaking)

MNDH International Ltd Jul 2017 - Aug 2017

- Pick up diamonds within Kowloon Area and report to the manager.

Director Assistant

S&W CO. Design Jan 2017 - Jun 2017

- Korean - Cantonese - English translation towards director, customers and workers to provide effective assistance.

Contact

info@resumekraft.com

+1-202-555-0114

Chicago, Illinois, US

linkedin.com/in/thomas

Languages

English

Cantonese

Mandarin

Korean

Japanese

German

Certificate

TOPIK KOREAN LEVEL 2

2017-04-16

JLPT JAPANESE N5

2019-08-23

Education

Bachelor of Fine Arts (Film, TV and New Media studies)

New York Institute of Technology

Feb 2014 - Dec 2016

- Minored in Korean
- Graduated with 4.5 GPA

High School

St. John Anglican College

Aug 2011 - Dec 2013

- Year 11 -12

Date of available

Immediate

Expected Salary

HKD \$ 15000 - \$20000