

KWAN Tsz Yan

Tel.: 62810593

yukikwanyan@gmail.com

Date of Birth: 06-Aug-1991

Residence Area: Sha Tin, New Territories

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**WORKING**                    **Sales Assistant (Full Time)**

**EXPERIENCE**                *Tokyo Byokane Co (HK) Ltd (May 2015-May 2017)*

- Communicate with customers and suppliers in HK, China and Japan, etc.
- Purchase and stock management of screw and spring items
- Arrange best delivery schedule for customers
- Translation of general documents and reports from Japanese to Chinese

**OTHER EXPERIENCE**   **Editor (Voluntary)**

*SD Voice, magazine of Hong Kong Soka Gakkai International Student Division  
(2011-present)*

- Write articles, interview and journals
- Proofread all the articles and process editorial work
- Corporate with other editors and keep track the whole progress of publishing

**Translator (Student Helper)**

*Centre for Learning Enhancement and Research, The Chinese University of Hong Kong (April - July 2014)*

- translation of website and application of an educational software uReply from Chinese/ English to Japanese

**EDUCATION**                    **The Chinese University of Hong Kong (2010-2014)**

Degree: Bachelor of Arts with Honours, Second Class Upper Division

Major: Chinese Language and Literature

Minor: Japanese Studies (Japanese Language)

Current GPA: 3.61, CGPA: 3.28

**Soka University, Japan (2012-2013)**

Programme: 2012 Autumn Exchange Programme (2012 秋交換)

Study Period: 1 year

Average GPA: 3.72

**Sha Tin Government Secondary School (2003-2010)**

Study: Arts Stream, S1-S7 completed

**QUALIFICATION****Hong Kong Advanced Level Examination**

Year: 2010

Results: Chinese Literature(AL): B; Chinese History(AL): C;  
Use Of English(AS): D; Chinese Language and Culture(AS): A;  
History(AS): D

**Hong Kong Certificate Of Education Examination**

Year: 2008

Results: Chinese Language: A; English Language: B; Mathematics: C; History: B;  
Chinese History: A; Chinese Literature: B; Geography: C; Economics: D

**International English Language Testing System**

Latest Attended Year: 2014

Results: 7.0

**LANGUAGE SKILLS**

Native Cantonese, Good command of Mandarin, both written and spoken English and Japanese

**COMPUTER SKILLS**

Microsoft Office(Word, Excel, PowerPoint), Chinese, English and Japanese word processing, Proficient in Photoshop

**AVAILABILITY**

Immediate Available

**CURRENT SALARY**

HKD\$13000 monthly

**EXPECTED SALARY**

HKD\$16000-\$17000 monthly