

# Kennis LEUNG

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(852) 9444-0817 | ccleung82@gmail.com

## Professional Summary

A highly versatile, skilled, and discreet professional with over 10 years of high-level administrative and operational experience in demanding multinational environments. Proven expertise in providing comprehensive secretarial and project support to senior management and the team, managing complex schedules, and handling confidential matters with utmost professionalism. Exceptional communication skills in English, Cantonese, and Mandarin. Based on the diverse background, adaptability, and resilience, transitioning from chasing opportunities to building a dedicated career. Aiming to apply the broad skill set as an Executive Assistant, with the focus on long-term contribution to team success and efficiency.

## Core Competences

- **Executive & Secretarial Support:** Complex Diary & Calendar Management | International Business Travel & Itineraries | Expense Reporting & Budget Management | Confidential Document Preparation | Senior Stakeholder Liaison
- **Department & Project Administration:** Project Coordination & Support | Departmental Restructuring & Process Improvement | Event & Workshop Planning (Physical & Virtual) | Internal Communications & Intranet Management
- **Financial & Administrative Operations:** Travel Budget Management | Discretionary Cost Tracking | Invoice Processing & Expense Reimbursement | Vendor & Stakeholder Coordination | Regulatory & KYC Reporting
- **Technical Proficiency:** Microsoft Office Suite (Advanced) | SAP (Success Factors) | Concur (Travel & Expenses) | FileNet | ServiceNow | Chinese Word Processing

## Relevant Professional Experience

### **EXECUTIVE ASSISTANT TO THE BOARD | WORLD LINK CPA LTD | HONG KONG | 2024**

- Provided high-level, discreet secretarial and administrative support directly to the Board of Directors, managing complex schedules, appointments, and international travel arrangements.
- Prepared and refined confidential documents, presentations, and reports for executive meetings and stakeholder communications.
- Led a key departmental restructuring project, analysing administrative processes to achieve a 30%+ reduction in overall expenses, demonstrating direct experience in cost management and process improvement.
- Handled sensitive and confidential information with the utmost discretion.
- *Skill set expanded.* Left to find the workplace with a team dynamic better suits my career goals.

### **SENIOR EXECUTIVE SUPPORT SPECIALIST | NOMURA INTERNATIONAL, BNP PARIBAS (REJOINED), EDMOND DE ROTHSCHILD | HONG KONG, SWITZERLAND | 2014 – 2021**

*Held a series of progressive executive support roles moving with direct supervisor within global financial institutions, providing high-touch support to Managing Directors and senior banking teams.*

- **Executive Support & Liaison:** Served as a dedicated gatekeeper and liaison for multiple MD-level bankers, managing complex diaries, coordinating high-stakes meetings, arranging business travels, and handling sensitive client and business communications.
- **Administrative Excellence:** Processed invoices, maintained meticulous records, and acted as a key point of contact for reviewing and submitting approval requests to Team Heads.

- **Process & Cost Improvement:** Led the implementation of new business travel and expense policies (Concur) at BNP Paribas, improving company-wide process efficiency and cost-control.
- **Technical Proficiency:** Utilized core systems (SAP, FileNet) and the Microsoft Office Suite to ensure seamless operational and administrative support.
- Left Nomura to recover from an injury in 2021 (fully recovered in Q1 2024), ensuring health before rejoining the workforce. Departed Edmond de Rothschild in 2016 due to its Hong Kong office closure. *Adaptability enhanced further.*

## Career Break & Contract-Based Roles

### PROJECT ADMIN & SUPPORT (TEMPORARY) | THE HONG KONG JOCKEY CLUB | HONG KONG | JAN 2025 – AUG 2025

- *Skill diversified.* Successfully completed a defined-term contract, delivering key project objectives and providing comprehensive administrative support to the management team.
- Coordinated project timelines, logistics, and stakeholder communications to ensure seamless execution, a skill directly transferable to supporting regional workshops and virtual events.
- Managed administrative tasks and documentation, upholding the organization's high standards of professionalism and information security.

### CAREER BREAK | HONG KONG | 2022 - 2023

- Managed significant personal and family commitments with resilience and dedication.
- Undertook project-based administrative and client service roles, maintaining active professional engagement and skills.
- *Resilience built to a greater extent.* Resumed a full-time position in 2024, re-entering the workforce with renewed focus and commitment.

### ASSISTANT TO PRIVATE BANKER | UBS, BNP PARIBAS, CITI GROUP | HONG KONG | 2007 - 2013

- Gained foundational and progressive experience in client service, administrative support, and process coordination at leading financial institutions.
- *Achieved career progression* by transitioning to other companies with Management together and earning the promotion to Senior Executive Support position since 2014.

*Job references available upon request.*

## Education

- BA (Hons) Translation and Interpretation (Upper Second-Class Honors) | City University of Hong Kong

## Availability

- Immediate.

## Salary

- Expected salary: Negotiable, commensurate with role and industry standards.