






ESABELLA LAM

 (+852) 9230 6762

 esabellasn@gmail.com

 Tsing Yi District

EDUCATION

Bachelor of Hospitality Administration

University of Las Vegas Nevada

2009 - 2012

Diploma in Wedding Planner & Event Management

Bridal Academy, Hong Kong

2014

SKILLS

- MS Office
- Google workspace
- Canva
- Chinese typing (30 w.p.m)
- English typing (45 w.p.m)
- AI

LANGUAGE

NATIVE:

- Cantonese

FLUENT:

- Mandarin
- English

About Me

Highly organized Executive Assistant with 5+ years of experience supporting C-level executives and over 50+ team members in a fast-paced corporate environments. Also Bringing excellent multitasking abilities and a keen eye for details. I am eager to bring my expertise to the team.

WORK EXPERIENCE

May 2020 - Dec 2023

FWD Group Management Holdings Limited

Executive Secretary > Executive Assistant (Promoted)

- Support and Manage two C- level executive complex calendars, Travels and meetings
- Payment handling, Expense Claim & Admin support for the team with 15 people
- Handle over 150+ perm staff, contractors, contingent workers admin support including onboarding, laptop, access card arrangement
- Internal event support and internal training for EA Team

Jul 2018 - May 2020

NAITXIS, Corporate Investment Banking

HR & Communications Admin Assistant (Change team)


- Support and Manage Head of HR APAC and Head of Comm. calendar, Travel and meetings
- Interviews arrangement with different time zone
- Logistics support for internal events
- Payment, invoices handling and expense claim


Receptionist and Admin Assistant


- Greeting guest, Phone answering, courier arrangement
- Mange Meeting room booking & VC call support if needed
- Update corporate use document, Corporate printing arrangement
- Visitor card & N-user name card arrangement



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 Tsing Yi Distric

REFERENCES

Annie Wong

FWD Group Management
EA team Manager (Reporting
manager)

Email: anniewong92@gmail.com

WORK EXPERIENCE

Jul 2014 - Sep 2017

COMPASS OFFICES, Serviced Offices

Center in Charge & Senior Client Service Executive

- Handling receptionist duties, Meeting room manage
- Communicate with management team, internal and external client
- daily report for management reference, issue invoice and ensure payment receive from client
- Internal Training, maintenance works for office facilities and equipment
- Handle stationery ordering, pantry supplies and stock keeping

CERTIFICATES

Cerificate in Generative AI Application for Business
Professional

UNISOFT Education / 2026 (in process)

AVAILABILITY

1 Week Notice