### Resume

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#### Education

### The Hong Kong Polytechnic University

9/2010-6/2013

21/5/2018 – Present

• BBA with a major in accountancy, taking taxation and finance subjects as electives.

## Work Experience

# **Insolvency Officer, Official Receiver's Office**

- Administer the Ordinances relating to bankruptcy and compulsory winding-up and monitor the progress of simple or less complex cases, including to comply with statutory requirements and policy, review cases for release and consider objection to automatic discharge of bankrupts.
- Investigate the affairs and conduct of bankrupts and wound-up companies (and their directors), including to conduct interviews and general enquires, perform outdoor duties, examine statement of affairs and books and records, follow up information and allegations, and provide support to prosecution and disqualification of directors.
- Trace, secure and realize assets including to investigate assets transferred or concealed, collect book debts and after acquired property, assess and review bankrupts' financial contributions and provide support to litigation and other court proceedings.
- Attend adjudication of creditors' proofs of debt and distribution of dividends.
- Monitor the performance of private insolvency practitioners in respect of preliminary examination questionnaires, bankruptcy cases and compulsory winding-up cases.
- Supervise clerical staff.