

# KWONG-SUM IP, MBA, MS, ACIS

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## KEY QUALIFICATIONS

- Excellent written and verbal English and Chinese (Mandarin and Cantonese) communication skills
- Working experience and Permanent Residence in both of Singapore and Hong Kong
- Computer Skills: Proficient in Microsoft Software and Adobe Software
- Resourceful, intelligent, flexible working (willing to work anywhere geographically), hard working
- willing to travel and/or be relocated
- Member in good standing of Various Professional Organizations

## EDUCATION

**The University of Central England**, Birmingham, United Kingdom

October 1992 - Master in Business, Administration (MBA) (*equivalent to Canadian Master Degree assessed by World Education Services ([www.wes.org](http://www.wes.org)) with a possessing score of GPA: 3.28*) and by Canada's Alberta Government's IQAS report.

**The University of London**, London, United Kingdom

October 2002 - Master of Science in Financial Economics (MSc (Econ)) (*equivalent to Canadian Master Degree assessed by World Education Services ([www.wes.org](http://www.wes.org)) with a possessing score of GPA: 3.28*) and by Canada's Alberta Government's IQAS report.

**Napier University**, Edinburgh, Scotland, United Kingdom ("UK")

October 1990 - Earned Postgraduate Diploma in Business Administration (*equivalent to Canadian Postgraduate Diploma assessed by World Education Services ([www.wes.org](http://www.wes.org)) with a possessing score of GPA: 3.28*) and by Canada's Alberta Government's IQAS report.

## RELATED WORK EXPERIENCE

April, 2005 – present

**Director, International Consultants Group Ltd., a registered insurance broker firm in Hong Kong**

- As a licensee (responsible officer) by the Professional Insurance Brokers Association (PIBA) in Hong Kong to carry on regulated activities (i.e. general, long term and investment-linked insurance business)
- Formulated corporate strategies and supervised marketing activities for company's services
- Managed Strategic Implementation and Control in line with organizational profit target, business development, budget, policies, and in compliance with the regulations, codes and conducts set by the regulated body
- Managed personnel, particularly with regard to the provision of quality customer service and maintenance of long term customer relationship
- Managed a team of 50 officers and 30 clerks

February 2002 – March 2005

**Director, International Commerce Corporation, an Insurance Broker firm and a financial consultancy firm, Hong Kong**

- As a licensee (responsible officer) by Hong Kong Securities and Futures Commission (HKSF) and the Professional Insurance Brokers Association (PIBA) to carry on regulated activities (i.e. Advising on Securities and insurance business respectively)
- Performed same management activities as was done at International Consultants Group Ltd.

- Managed 30 officers and 40 clerks

Oct 1997 – Jan 2002

**Manager, Branch Distribution Department, The Bank of East Asia, Hong Kong**

- Implemented business plans to achieve preset sales targets and objectives
- Generated new business for the branch
- Coordinated in-branch and off-site promotions
- Managed branch personnel, particularly with regard to the provision of quality customer
- Ensured branch operations are in compliance with the Bank's policies and procedures
- Managed a crew of 20 officers and 13 clerks

June 1996 – October 1997

**AsiaDesk Business Manager, Fortis Bank (formerly Belgian Bank) Hong Kong.**

- Set up an AsiaDesk in the International Trade & Finance Department
- Convinced Asian Corporates to start banking facilities with the Bank
- Built up a profitable and well-balanced portfolio of corporate customers
- Maintained excellent business relationships with the corporate customers
- Managed a AsiaDesk crew of 10 officers

August 1995 – February 1996

**Assistant Manager, International Banking Operations, Oversea-Chinese Banking Corporation Limited ("OCBC Bank")(formerly Tat Lee Bank), Hong Kong.**

April 1994 – July 1995

**Assistant Manager, International Banking Operations, OCBC Bank, Singapore**

July 1993 – March 1994

**Bank Clerk, HSBC Bank, Singapore**

April 1992 – October 1992

**Assistant Project Manager (industrial placement), Central England TEC, England, UK**

## PROFESSIONAL MEMBERSHIP

- Associate Member (ACIS)(qualified as Chartered Secretary) of The Institute of Chartered Secretaries and Administrators (ICSA)([www.icsacanada.org](http://www.icsacanada.org)) in Canada
- Member of National Association of Corporate Directors ([www.nacdonline.org](http://www.nacdonline.org)) in the United States.
- Member with the highest Designation (F.CIM) (Chartered Manager) of The Canadian Institute of Management ([www.cim.ca](http://www.cim.ca)).
- Registered Professional Marketer (RPM) and Full Member (MCInst.M) of The Canadian Institute of Marketing ([www.cinstmarketing.ca](http://www.cinstmarketing.ca)) in Canada.
- Member of Canadian Association of Accredited Mortgage Professionals ([www.caamp.org](http://www.caamp.org)).
- Member of The Institute of Corporate Directors in Canada ([www.icd.ca](http://www.icd.ca)).
- Member of The Canadian Institute of Mining, Metallurgy and Petroleum (CIM)] in Canada ([www.cim.org](http://www.cim.org)).
- Chartered Marketer and Full Member (MCIM) of The Chartered Institute of Marketing ([www.cim.co.uk](http://www.cim.co.uk)) in the United Kingdom.
- Member (MCMI) of The Chartered Management Institute ([www.managers.org.uk](http://www.managers.org.uk)) in the United Kingdom.
- Member (MIoD) of The Institute of Directors in the UK ([www.iod.com](http://www.iod.com)).
- Senior Associate (SA Fin) of The Financial Services Institute of Australasia ("FINSIA") ([www.finsia.edu.au](http://www.finsia.edu.au)) in Australia.
- Member (AIMM) of The Australian Institute of Management ([www.aim.com.au](http://www.aim.com.au)).

- Member (MAICD) of The Australian Institute of Company Directors ([www.companydirectors.com.au](http://www.companydirectors.com.au)).
- Certified Practising Marketer (CPM) and Full Member (AMAMI) of The Australian Marketing Institute ([www.ami.org.au](http://www.ami.org.au)) in Australia.
- Member (MNZIM) of The New Zealand Institute of Management ([www.nzim.co.nz](http://www.nzim.co.nz)).
- Member (MInstD) of The Institute of Directors in New Zealand ([www.iod.org.nz](http://www.iod.org.nz))

## HONORS and AWARDS

- Graduated with Distinction from the Professional Examinations of The Institute of Chartered Secretaries and Administrators (ICSA) in Canada
- Chartered Manager status as the highest designation offered by the Canadian Institute of Management
- Chartered Marketer status as the highest designation offered by the Chartered Institute of Marketing in the UK
- Member in good standing with the professional bodies, among others, as shown above (references available upon request)

## REFERENCES

Mr. David Petrie  
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