

HUBERT CHAN

hubert.chan@gmail.com | 9123 2001

PROFILE | Expert in business development, planning and executing business strategies, master in developing new market channels and building strong relationships with sales managers, customers and industry leaders.

EXPERIENCE | **Business Development Associate, LP Global Group**

Jun 2012 - Present

- Consolidated user requirements and conducted user acceptance testing and implementation of new functions for annual revamp project
- Assisted top management to identify competitive gaps, service issues and business opportunities to share with 100+ stakeholders
- Worked collaboratively with 5+ internal parties in the region to acquire or provide information needed for analysis and reporting
- Engaged in formulating and implementing financial policies and procedures in accordance with business needs and company guidelines

ACHIEVEMENTS |

- Introduced improvements in business strategies and successfully generated \$125K extra sales revenue; sales levels increased by 25%
- Proposed 5 changes of strategies and launched key initiatives, including the negotiations of fee waivers and requests of balance pay off in 2013

QUALIFICATIONS | **Hong Kong Polytechnic University, 2008-2011**

Bachelor of Arts (Honours) in Social Policy and Administration

Hong Kong Community College, 2006-2008

Higher Diploma in Service Management

SKILLS | Microsoft Office (Word, PowerPoint, Excel & Access)

LANGUAGES | Cantonese (Native), English (Proficient), Mandarin (Intermediate)

AVAILABILITY | One month's notice