

AQSA KHAN
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Summary

A diligent and proactive individual currently pursuing a Jurisdoctor degree, complemented by a foundational Bachelor's Degree in HRM. Possess valuable experience in HR administration, client service, and education, demonstrating strong organisational skills and a keen ability to adapt to diverse professional settings. A native Cantonese speaker with exceptional multilingual abilities (English, Hindi, Urdu, Punjabi). Eager to leverage academic knowledge and practical office experience in a challenging administrative, paralegal role.

Academic Background

- Jurisdoctor at The City University of Hong Kong
- Bachelor's degree in The Polytechnic University speed (**First Class Honors**)
Deans list 2023/2024, 2024/2025
- Form 6 graduate at YPICA & Lee Lim Ming College
- A* in Chinese Language in GCSE

PROFESSIONAL DEVELOPMENT

- Member of **The Amber Foundation**
- 8th Cohort
(Sep 2025 – Present)

- Engaging in a structured professional development programme focused on enhancing career readiness and workplace competencies.
- Developing practical skills in professional communication and strategic career planning.

Employment History

- **Front Desk Officer**
Flex Studio
(January 2023- September 2025)

Job Duties

- Greeted clients and visitors with a positive and helpful attitude.
- Assisted clients for directional guidance around the studio.
- Assisted to check in for clients.
- Helped maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs.
- Assisted for a variety of administrative tasks.
- Prepared booking of meeting and training rooms.
- handle phone enquiry in a professional manner.

- **Human Resources Assistant**
Dr. Vio and Limited
(June 2023-August 2023)

Job duties

Policy Implementation

- Help communicate and enforce company policies and procedures.
- Assist in the development and implementation of HR policies.

Payroll and Benefits Administration

- Assist in processing payroll and maintaining payroll records.
- Support employees with benefits enrollment and inquiries.

Facilitate the onboarding process for new employees, including preparing orientation materials and conducting orientation sessions.

- Ensure all necessary documentation is completed and submitted.

- **Teacher** at Canaan education centre (2021)
- **Net Teacher** at chai wan baptist church social service (2022)
- **English Teacher** at Cherry Tree in summer course (2022/7)

Job Duties

- Prepared lesson plans
- Educated students at all levels
- Assigned homework
- Graded tests
- Documented progress
- Instructed in a variety of subjects
- Reached students with engaging lesson plans
- Handled a classroom of students

Skills and Abilities

Languages: Native Cantonese, Fluent English, Hindi, Urdu, Punjabi

• Administrative Skills: HR Record Keeping, Recruitment Support, Microsoft Office Suite, Office Equipment

• Professional Strengths: Client Service, Confidentiality, Organisation, Clear Communication, Reliability

• Personal Attributes: Proactive, Respectful, Quick-Learner, Sociable, Helpful