IVAN LAM

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Eligible Holder of Open Work Permit | Immediately Available

PROFILE

Experienced real estate professional with over three years of expertise in property valuation, financial analysis, and data management. Skilled in analyzing property assessments, applying complex rules to data processing, and ensuring accuracy in numerical data. Proficient in using MS-Excel and MS-Word for data entry and reporting. Strong problem-solving abilities, attention to detail, and communication skills, with a commitment to delivering high-quality service to stakeholders. Fluent in English, Mandarin, and Cantonese. Currently progressing towards the AACI designation in the Appraisal Institute of Canada.

KEY SKILLS

- **Financial Analysis & Modeling:** Proficient in analyzing financial data and developing detailed financial models, including NPV, DCF, and IRR, to forecast investment performance and support key decision-making.
- **Property Valuation:** Expertise in assessing the market value of various properties, utilizing methodologies such as comparison, investment, residual, profits, and cost-based approaches.
- **Portfolio Reporting:** Experienced in portfolio-level reporting, with the ability to stratify and analyze large data sets, identify performance trends, and develop meaningful insights.
- **Data & Research Analysis**: Strong ability to analyze and interpret complex data for informed decision-making.
- **Report Preparation**: Experienced in drafting comprehensive and accurate valuation reports.
- **Client Relations & Communication:** Effective communicator with excellent customer service skills, capable of addressing inquiries and resolving concerns promptly.
- **Attention to Detail & Time Management:** Detail-oriented with exceptional time management skills, ensuring accuracy and efficiency in all tasks.
- **Team Collaboration**: Strong team player with proven ability to work collaboratively.
- **Software Proficiency:** Advanced proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and Argus Enterprise for financial analysis and property valuation.
- **Multilingual Skills**: Fluent in English, Cantonese, and Mandarin, enabling effective communication in diverse settings.
- **Attention to Detail & Time Management:** Detail-oriented with exceptional time management skills, ensuring accuracy and efficiency in all tasks.

PROFESSIONAL DEVELOPMENT

Student Member of Appraisal Institute of Canada (AIC), *Student Member No.: 919756*
Completed Courses: *Busi 100; Busi 101; Busi 330; Busi 331; Busi 400; Busi 401; Busi 445; Certificate of Professional Practice Seminar; and AIC 101.*

PROFESSIONAL EXPERIENCE

Survey Officer, *Lands Department, Hong Kong Government*   Nov 2021 - May 2024

- Researched and analyzed property transaction records, market research, and operating statements to determine feasibility and accurate valuations.
- Prepared over 50 appraisal reports for various property adjustments, assessing open market rental values including residential real estate, gardens, and shipyards.
- Conducted site inspections, documenting property conditions for rent review exercises, and producing detailed inspection reports.
- Coordinated with tenants and engineers, reviewing building plan submissions, and preparing comprehensive building plan reports.
- Delivered exceptional customer service by promptly addressing inquiries and resolving concerns.

Contract Valuation Officer, *Rating And Valuation Department, Hong Kong Government*   Oct 2020 - Oct 2021

- Prepared over 30 appraisal reports for residential and retail shops, ensuring timely submission for statutory requirements and team objectives.

- Performed on-site property evaluations to establish property values.
- Addressed assessment appeal inquiries, providing clear explanations and solutions to stakeholders.

EDUCATION

AACI Designation of AIC, *University of British Columbia*   Jan 2024 - Present

BSc (Hons) Real Estate Management, *University College of Estate Management*   Sep 2021 - Jan 2024

Summary: *Five Valuation Methods (comparison, investment, residual, profits, and cost-based); Valuation model techniques (NPV, DCF and IRR); and Investment Appraisal and Portfolio Management.*