

**VIVIENE PEA CHI FONG**

BLK 303 CLEMENTI AVE 4 #09-523 SINGAPORE 120303

MOBILE: +65 9220 4988 EMAIL: [vivienpea@gmail.com](mailto:vivienpea@gmail.com)**CAREER OBJECTIVE**

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Highly motivated individual with good work ethic seeking to expand my knowledge and skills, and to gain employment with an organization that promotes growth, stability and opportunity for advancement.

**PROFESSIONAL WORKING EXPERIENCES AND RESPONSIBILITIES**

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**Pioneer Corporate Services Pte Ltd**

July 2013 – Present

***Corporate Secretarial (Senior)*****Key Responsibilities:**

- Assist in corporate secretarial portfolios, ensuring compliance with standard financial and legal practice
- Prepare board/shareholders resolutions, minutes and other corporate documentation
- Maintaining statutory books, including registers of members, directors and secretaries
- Monitoring changes in relevant legislation and the regulatory environment and taking appropriate action
- Formation / De-registration of Company with authorities
- Purchase and activation of BVI Company
- Application / Renewal of work pass with the Ministry of Manpower i.e. EP / S Pass etc.
- Train and guide assistants

**Citco Fund Services**

Nov 2012 – June 2013

***Fund Accountant*****Key Responsibilities:**

- Calculation and update of Net Asset Value for allocated funds
- Perform daily and monthly reconciliation for funds i.e. cash/dividend/market value
- Track daily cash positions
- Research on corporate actions for dividend, stock splits, mergers, acquisitions and spin-offs
- Recording of accounting transactions within funds
- Month end pricing for Fund of Funds
- Valuation analysis on equities, private placement, bonds, OTC etc
- Price comparison check with Bloomberg source
- FX rates check with Bloomberg source
- Liaise with all parties to the fund in a professional manner (client, investment managers/ advisors, auditors, custodians)

**Pioneer Corporate Services Pte Ltd**

Sept2007 – Oct 2012

***Corporate Secretarial – Assistant*****Key Responsibilities:**

- Preparation of board/shareholders resolutions, minutes and other corporate documentation
- Maintaining statutory books, including registers of members, directors and secretaries
- All other corporate secretarial and ah-hoc jobs.
- Application / Renewal of work passes with the Ministry of Manpower i.e. EP /S Pass etc.

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MOBILE: +65 9220 4988 EMAIL: [vivienpea@gmail.com](mailto:vivienpea@gmail.com)**SKILLS**

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- Proficient in Microsoft Word, Microsoft Excel and Power point, AExeo System and Bloomberg
- Possess good written and oral communication skills complemented by strong interpersonal skills
- Able to work efficiently in a team as well as individually
- Organized and meticulous, with demonstrated ability to manage workload and meet deliverables
- Strong ability to adapt to new environment and willing to learn to enhance professional skills
- Experienced in the corporate service industry for more than 4 years with ability to work effectively under pressure

**EDUCATION BACKGROUND**

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<b>Bachelor of Business (Accountancy)</b> <i>Royal Melbourne Institute of Technology University (RMIT), Singapore</i>	2010 – 2012
<b>Diploma in Accountancy</b> <i>Ngee Ann Polytechnic</i>	2005 – 2008
<b>GCE “O” Level</b> <i>Clementi Town Secondary School</i>	2000 – 2004

**ACHEIVEMENTS AND INVOLVEMENTS**

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• Attended ACRA-SAICSA Seminar – <i>Key Features of the Enhanced Bizfile</i>	Nov 2015
• Attended ACRA - SAICSA Seminar - <i>Draft Guidelines for Corporate Service Providers"</i>	Apr 2015
• Attended ACRA - SAICSA Seminar - <i>Key Legislative Reforms to the Companies Act and Business Registration Act, and Key Features of the Enhanced BizFile System</i>	Jan 2015
• Attended XBRL (BizFinx Filing System) course held by ISCA	Oct 2014
• Attended ACRA's Public Outreach Seminar - <i>New Legal Requirements for Corporate Service Providers</i>	Jul 2014
• Attended ACRA BizFin Training Seminar	Jun 2014
• Achieved Certificate of Employment Intermediaries <i>Ministry of Manpower</i>	2014

**CCA/ACTIVITIES**

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- Module and Project Group Leader for various modules throughout all the academic years in Ngee Ann Polytechnic.
- Had been a student helper in Ngee Ann Polytechnic Business and Accountancy Open House 2006.