

## MALA D/O RAMAKRISHNAN

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### SUMMARY

- Pro-active secretary with positive mindset, possess extensive experience in providing secretarial and administrative support to Directors, managers and teams
- A team player, involving in other areas such as Social Corporate Responsibilities and planning for company's dinner and dance and other in-house activities
- A meticulous worker with strong eye for detail, highly dependable and able to handle multi-task roles efficiently
- Good planning and organising skills, ability to get work done within deadlines
- Good interpersonal and communication skills, able to establish good working rapport with people across the organisation and work alongside people of different nationalities and cultures.

### PROFESSIONAL EXPERIENCE

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#### EASTSPRING INVESTMENTS (SINGAPORE) LIMITED

##### Confidential Secretary

Nov 2013 – Aug 2016

Provide secretarial and administrative support to the Legal & Risk Management team. In addition, provide secretarial support to the Company Secretary and Trademark team.

##### Legal & Risk Management Team

- Provided secretarial and administrative support to 4 Directors and 2 managers as follows:
  - arranged of internal and external meetings and ensuring that all ancillary support is provided for such meetings
  - handled travel arrangements and accommodations in various countries
  - handled all travel and expenses claims for official and personal travels
- Assisted the legal management teams in respect of:
  - appointments of external law firm (local and overseas),
  - fees paid for the relevant financial year and prepared expense reports for financial year accruals for both legal and risk management teams
  - material contracts disclosure
  - contingency planning
- Support Eastspring Hong Kong through the provision of legal secretarial services with respect to the Infrastructure mandate
- Updated the monthly, semi-annual and annual legal reports with respect to material contracts, indemnities and significant litigation
- Coordinated with business managers on the execution of documents for signatory purpose.
- Managed risk management incident reports, generating the reports for submission
- Dealt with prospectors and deeds, and endorsing them with the company seal
- Liaised with various stakeholders in connection with archiving of all legal documents
- Collated incident management reports from various countries and submission of reports.

##### Corporate Secretary

- Liaised with external company secretary (Boardroom) for all corporate secretarial matters, expediting the processing of invoices
- Execution of Company Resolutions involving with Board of Directors.

## **Trademarks**

- Liaised with relevant countries for trademarks registration and class of registration
- Recorded all the details of the trademarks (the various classes it is filed in and the difference in classes) and the registered countries in a data base sheet.

## **Accomplishments:**

- **Legal Agreement Register.** Single handily revamped and revised the legal agreement register from scratch involving over 3000 agreements over a period of 18 month on top of the daily work load. It resulted in easy retrieval of documents with accurate details.
- **Legal Documentation Portal Set-Up.** Drove the establishment of a legal documentation register portal by working closely with IT to develop a SharePoint site that stores the legal documents and allows the user to perform a search on existing legal documents;
- **Project Support.** Provided legal secretarial support to various projects - system vendor selection, liaising with external law firms / various types of vendors for Fund Managements

**UNITED LEGAL ALLIANCE LLC (contract)**

**ASIA LEGAL LLC**

**GLOBAL LAW ALLIANCE**

**May 2011 – Jul 2011**

**Aug 2011 – Apr 2012**

**Apr 2012 – May 2013**

## **Legal Secretary cum PA**

Provided similar set of duties and responsibilities in all 3 law firms.

### **Administration for Court Document**

- Wrote to clients confirming their attendance in court and provided necessary information
- Billed clients, prepared various court documents such as summons, affidavit, exchange of affidavit and evidence-in-chief, entering appearance, pleadings, statement of claims, EFS filling (electronic filing system), Prospectus and Deeds, Sea-web search & ACRA search

### **Billing Administration**

- Checked invoices according to the lawyers' time clocked and liaised with the finance team, for issuing of cheques
- Prepared cheques; maintained clients' accounts
- Dealt with vessel details (extracting from MPA portal for reports)

### **Secretarial Support**

- Co-ordinated meetings with clients (internal and external);
- Maintained director's schedules and appointments, travel arrangements;
- Managed bills related to services and payments;
- Managed boss' expenses, timesheet and monthly billings

## **TEACLY PTE LTD**

**Public Relation Officer & Administrator**

**Aug 2009 - Feb 2011**

- Tasked as Assistant Manager, in-charge of administration, coordinate with the public on their enquiries and attend meetings to find solutions on how the service can be provided well.

**TEMPORARY ASSIGNMENTS****Apr 2007 – 30 Jul 2009**

- Held various temporary assignments providing secretarial and administrative support to directors and teams in conveyance, litigation and corporate secretariat.

**CIAS (Changi Airport)****Passenger Service Assistant****Oct 1994 – Jan 1999****SINGAPORE ARMED FORCES****Air Operational Assistant****Sep 1991 – Sep 1994****EDUCATION**

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**Management Development Institute of Singapore**

Diploma in Business Management, 2009 – 2010

**Woodsville Secondary School**

GCE 'N' levels with 6 credits

**COURSES**

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**Singapore Workforce Skills Qualifications**

Project Management Course, Oct 2015

**Centre for Applied Life Concepts (WDS) Step up for Changes**

Trust Management Groups Personnel Effectiveness Course, Jul 2007

**OTHERS**

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**Computer Software Knowledge & Skills**

- MS Word, MS Excel, MS PowerPoint, MS Outlook
- Elite (In-house Billing Application)

**Language Proficiency**

- Fluent in written & oral English and Tamil
- Conversational ability in Malay and Mandarin

**Volunteering Work**

- Participated in many volunteering programs with the company – one of the highlights is to station in Bantayan Island for a week to build houses for those who were affected by the typhoon in 2013.