

## **PERSONAL DETAILS**

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Nationality: Singaporean  
Marital Status: Married  
DOB: 20<sup>th</sup> October 1979



## **CAREER OBJECTIVE**

A position with a leading organization, which allows me to fully optimize my many years of relevant experience in administration and secretarial duties in serving top management expatriates and overlooking overall office administration. To dedicate my service to the company with my approachable personality, quick learning ability, problem solving instinct, tact, initiative, independence and self-confidence.

## **EMPLOYMENT HISTORY AND WORKING EXPERIENCE**

**VISTRA (SINGAPORE) PTE. LTD.**  
**Manager, Corporate Secretarial**

**6<sup>th</sup> February 2017 – Current**

Duties and Responsibilities are:

- Handling and provide day-to-day support in all corporate secretarial works for a portfolio of Offshore companies
- Responsible for ensuring that commitment to clients are followed-up in timely manner and to continually engage with clients
- Ensure corporate regulatory compliance with offshore jurisdictions and prescribed DDKYC
- Provision in the offshore corporate enactments, statutory reporting / filing and corporate governance
- Handling client acceptances and new engagements
- Review fee and propose fee increase where appropriate
- Supervising proper updating and maintenance of statutory records and database.
- Billing and collection

**ALPHA INVESTMENT PARTNERS LIMITED, part of Keppel Group**  
**15<sup>th</sup> September 2014 – 23 December 2016**  
**Senior Executive, Corporate Secretarial**

Duties and Responsibilities are:

- Preparation of resolutions and minutes of members and board, meeting papers, arranging board, committee and shareholders' meetings
- Ensuring regulatory compliance with relevant company legislations and regulations; maintaining corporate secretarial records and a disciplined system for corporate secretarial activities and standards
- Providing corporate secretarial support to the board and management
- Incorporating local and overseas companies and providing necessary corporate information to directors and management
- Handling and liaising assigned projects
- Attending to due diligence requirements of offshore jurisdictions
- Liaises with secretarial agents of Singapore and offshore/overseas jurisdictions
- Liaises with lawyers on certification and notarization of documents.

**TRISTAR MANAGEMENT SERVICES PTE. LTD.**  
**Assistant Manager – Corporate Secretarial**

**9<sup>th</sup> April 2007 – 4<sup>th</sup> September 2014**

Duties and Responsibilities are:

- Undertaking the full spectrum of corporate secretarial duties
- Liaise with and advise clients on company formation, company statutory administration, work passes, business licenses and related matters.
- Supervise, manage, allocation of daily jobs request to junior employees and jobs reviewing
- Responsible for ensuring that commitment to clients are followed-up in timely manner and to continually engage with clients
- Review fee and propose fee increase where appropriate
- Manage and maintain a portfolio of Singapore business entities administered on behalf of clients
- Prepare and lodge documents with ACRA, MOM, IRAS and other statutory bodies as required.
- Streamline all workflow processes within my responsibility areas to ensure prompt and professional service
- Maintain statutory records and update database in BGL CAS Corporate compliance software for the clients
- Sending reminder letters on the due date for holding Annual General Meeting and submission of Annual Return to ACRA

**SPCS - Certified Public Accountant Firm**  
**Corporate Secretarial Admin**

**Feb 2005 – Mar 2007**

Responsible for managing a portfolio of clients & liaising with clients on all areas of corporate secretarial matters:

- Preparation of Incorporation, Post-Incorporation & Takeover documents
- Business Registration Services (Sole Proprietorships and Partnerships)
- Company strike-off
- Allotment & Transfer of Shares
- Directors' fee & Dividend
- Change of Directors, Managers, Auditors and Company Secretaries
- Change of Registered Office Address
- Change of Financial Year End
- Opening of bank accounts and changes to bank signatories
- Change of Company Name
- Alteration to Memorandum and Articles of Association
- Updating & Maintaining statutory registers & records
- Preparing board resolutions and minutes (AGM & EGM)
- Filing of e-forms with ACRA and e-stamping of transfer forms
- Filing of Annual Statutory Returns with audited accounts

**Home Nursing Foundation**  
**Receptionist cum Finance Administrative Assistant**

**June 2004 – Dec 2004**

- **Receptionist**
  - Handling the PABX switchboard for incoming & outgoing of calls.
  - Welcome and escort visitors.
  - Provide information services to visitors and contact the host concerned.
  - Distribution of incoming letters, mails, faxes to respective department.
  - Preparation of outgoing mails like weightage, stamps and courier service.
  - Provide administrative assistance to internal staff
  - Notice board management.
  - Ordering of office stationeries.
  - Other ad-hoc duties

- **Finance Administrative Assistant**
  - Home Nursing Collection – (Fund Raising Project & General Donation)
  - IPC LINK – Tax Exempted Receipts (IRAS)
  - Public Assistant Scheme – Transport Subsidy from CDCs
  - Monthly GIRO Donation
  - Monthly Credit Card Donation
  - Other Ad-hoc Duties

**Contract with Mizuho Corporate Bank Limited  
Junior Secretary – Project Finance Division, Singapore Branch**

**August 2003 – May 2004**

- Secretarial assistance to a team of Senior Vice Presidents and Japanese General Manager of the Division.
- Assisting the Finance Advisory Group of the division in collating and preparation of data, presentation materials etc.
- Organizing of meetings and conference calls when necessary.
- Handling and liaising with Head Office on expenses claims and follow-up work.
- All travel arrangements, inclusive of hotel and flight bookings, ensuring a smooth and hassle free business trip.
- Assisting the Credit Management Team in their daily administrative work.
- Overall administrative aspect of the Division.
- Maintain good relationship with colleagues and proactive in the organizing of term-end gatherings and any other activities.
- Successfully completed the several relocation tasks upon merger and migration.

**Internix (S) Pte Ltd – Local Service Provider for Dell  
Sales & Client Care Executives**

**May 2001 – July 2003**

- Chasing of Payment
- Coordinating of Jobs for Deployment
- Creating of Invoices By Using MYOB
- Creating of Purchases Order & Delivery Order
- Filling
- Helpdesk Technical Support
- Procurement
- Quotation For Clients
- Update Sales Report (Daily, Weekly & Monthly)
- Welfare Committee Member

**Standard Photo Pte Ltd  
Printer cum Sale Assistant**

**May 2000 – Feb 2001**

- Overcome the problem and complaints that arises from the customers.
- Increased the skill of communication with various types and different level of people.
- Customer Services.

**Thanks 3D Laser Pte. Ltd.  
Sale Assistant**

**Dec 1998 – Mar 2000**

- Overcome the problem and complaints that arises from the customers.
- Promote the latest products of the company.
- Customer Services.

## **ACADEMIC QUALIFICATIONS & CERTIFICATIONS**

**September 2011**

**Gateway21 Academy - Advanced Compliances Programme**

### **Objective:**

This course is crafted specifically to equip industry professionals for the daily in-depth practice of corporate secretarial work, ranging from meeting procedures to crafting articles, special resolutions to share transfer protocol and filing XBRL.

### **Course Contents:**

Shares – Changing Ownership  
Crafting Articles of Association  
Meetings & Minutes Procedures  
Special & Ordinary Resolutions  
Liquidation  
Due Diligence – Financial and Legal Contracts & Agreements  
FS / XBRL Reporting

**August 2011**

**Gateway21 Academy - Corporate Compliance Workshop**

### **Objective:**

This course is specially designed to familiarize us with an overview of corporate compliance based on the Singapore Companies Act (Cap 50) and ACRA regulations.

### **Course Contents:**

Business Entities in Singapore  
Post-Registration / Incorporation Matters  
Directors / Secretaries / Auditors  
Meetings & Minutes Procedures  
Shares – Allotment & Transfer  
Bizfiling Made Easy

### **Certificates of Attendance / Participation**

MOUS Certification in MS Access conducted by NTUC Computer Training Centre ("NTUC CTC")  
LCCI Book-Keeping for Beginner conducted by Systematic Commercial Training Centre ("SCTC")  
Certificate in Office Skills (Examination Provided by ITE) conducted by SCTC  
Computer Introductory Course conducted by NTUC CTC  
IT POWER BASIC Programme conducted by NTUC CTC  
IT POWER 21 conducted by NTUC CTC  
Information Technology Programme for Office Workers conducted by NTUC CTC

## **COMPUTER SKILLS**

- Computer skills
  - Proficient in Microsoft Office and Excel applications
  - Accounting software such as QuickBooks & MYOB
  - Corporate Secretarial software such as BGL CAS Corporate Compliance
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## **SALARY PACKAGE & NOTICE PERIOD**

Current/Last Drawn Pay: \$4,800 per month on 13<sup>th</sup> month basis  
Expected Salary: \$5,500/- (Negotiable) per month  
Notice Period: N.A