

ELYCIA ANG

463 Crawford Lane, #19-11 Singapore 190463 | angboonwei@gmail.com |
(65) 98527936

OBJECTIVE Currently I am holding the position as Corporate Secretarial Senior Associate (equivalent to the post as Supervisor) in Gervan Biz Pte. Ltd.

Being the Senior Associate in the Company, I am assisted by a Junior Assistant and reporting directly to the Head Of Department of Corporate Secretarial.

As one of the player in servicing line, I believed passion towards the job that one currently holding are very important, because, with our passion, it grow the our interest toward our job and further toward every piece of work for long hours (general work hours of 8 hours of more, daily).

So I do maintain my principal of “understand what your client want and solve it”.

SKILLS & ABILITIES

- (i) Being accountable to Client(s) - Emphasizing in high accountability to our client with their Corporate's matter(s) enquiry;
- (ii) Being responsible to Client(s) as well as work task(s) - Responsible in following up of all the work-task in progress in order to complete the task before the applicable deadline in order to ensure the compliance status of the Company
- (iii) Being independent in handling Corporate Matter(s) for Local Private Company and Foreign Branches.
- (iv) Planning & Organizing Skills - Being the person in charge who in-charge of the Corporate Matters with different type of deadline, it is important to passes high alert towards all the deadline so that to remind each and every single client so that we can proceed for planning and organizing every piece of work which required to be completed within prescribed time frame.

EXPERIENCE

CORPORATE SECRETARIAL SENIOR ASSOCIATE ***(equivalent to supervisor)***

Company name : Gervan Biz Pte. Ltd. (December 2014 to current)

Gervan Biz Pte. Ltd. is a Consultancy Company offering a complete range of Corporate Management Services in Singapore. Being the Senior Associate, I am responsible to full Corporate Secretarial Matter, including the following:

- 1) New Enquiry for setting up of Company in Singapore, for the following type of entities:-
 - Singapore Local Companies Limited by Shares
 - Singapore Local Companies Limited by Guarantee
 - Singapore Branch
 - Representative Office
 - Offshore entities (i.e. British Virgin Island, Cayman Island, Labuan Malaysia, etc)
- 2) Advice and/or assistance for the preparation of documents for ongoing Corporate Secretarial Matters in compliance with the statutory requirement in Singapore:-
 - General changes to a Corporate Entity (i.e. changes to the officer, transfer of Shares, Return of Allotment by way of cash and otherwise than cash, change of Company Name).
 - Restructuring pursuant to Shareholders' Agreement (i.e. to advise client pursuant to the terms and conditions as reflected in Shareholders' and/or any other Agreement in connection therewith).
 - Restructuring involving share swap between related local/foreign entities (i.e. to advise client of the necessary steps and documentation to be prepared in pursuant to the restructuring.
 - Annual Compliance in-line with the local Statutory Requirement (i.e. reminder and/or follow-up in respect of the deadline to adhere with The Accounting & Corporate Regulatory Authority (ACRA) in respect of the filing of Annual Return, in respect of the deadline to adhere with The Inland Revenue Authority of Singapore (IRAS) in respect of the filing of Estimated Chargeable Income and Corporate Tax for each of the Year of Assessment.
 - Currently, the following Companies form part of my Portfolio (approximately 200 Companies) which I handled independently (by reporting to immediately superior):-
 - a) Singapore Private Companies Limited by shares
 - b) Singapore Public Companies Limited by guarantee
 - c) Singapore Public Companies Limited by shares (listed in Australian Stock Exchange)
 - d) Singapore Branch
 - e) Offshore Entities
 - Closure of Singapore Local Company by way of application for striking off with ACRA and Members' Voluntarily winding up.

- De-registration of Singapore Branch in accordance with the criteria required by The Accounting & Corporate Regulatory Authority (“ACRA”).
- 3) Assistance and/or advice for relevant application of License, as per the requirements of the local Authorities:-
 - a. Application for Employment Agency License;
 - b. Application for Aircraft Operation License; and
 - c. Application for ISO Certification.
 - 4) Application for Work Passes with The Ministry of Manpower (MOM)
 Attending to Clients’ request in respect of the application for various type of work passes available in Singapore:-
 - a. Employment Pass
 - b. S Pass
 - c. Work Permit
 - d. EntrePass

Corresponding with Clients in respect of the eligibilities for each type of work pass in Singapore and assist accordingly in respect of the required documentations for the purposes of work passes application.

In the event of rejection of work passes, assisting client in liaising with MOM in respect of the necessary documents required as supporting documents for appeal process as well as the drafting of appeal letter as part of the documentation.

CORPORATE SECRETARIAL executive (team leader)

Company Name : Rikvin Pte. Ltd. (December 2009 to November 2014)

Rikvin Pte. Ltd. is a Consultancy Company offering a complete range of Corporate Management Services in Singapore. Being the Senior Executive, I am responsible to full Corporate Secretarial Matter (with the support of 2 Junior Assistants), including the following:

- Attending clients with their enquiries to managing a Company, matters from Incorporation to Striking off.
- Assisting in Corporate Secretarial duties including of preparation of Directors’ and Shareholders’ Resolutions.
- Attending to the Biz-filing of documents with The Accounting & Corporate Regulatory Authority (“ACRA”).
- Maintaining the statutory Register and records.
- Monitoring and ensure compliance with the Memorandum and Articles of Association, procedures, and other relevant regulatory.

Corporate Secretarial Assistant

Company Name : Boardroom Corporate & Advisory Services Pte. Ltd. (July 2008 to November 2009)

- Assisting in Corporate Secretarial duties including of preparation of Directors' and Shareholders' Resolutions.
- Attending to the Biz-filing of documents with The Accounting & Corporate Regulatory Authority ("ACRA").
- Maintaining the statutory Register and records.
- Monitoring and ensure compliance with the Memorandum and Articles of Association, procedures, and other relevant regulatory.
- Attending and advice rendering to clients in respect of the Statutory requirements and procedures in managing a company.
- Drafting standard Notice of Annual General Meeting ("AGM") notice as well as minutes of AGM.
- Attending AGMs with team members.

Personal Assistant

Company Name : W L Lee – Azizan (Advocates & Solicitors) (July 2007 – April 2008)

- Assisting and handling on daily Secretarial and Administration duties.
- Conduct regular file system backup and ensure the integrity of a virus-free local area computer network.
- Generating of monthly and yearly report on firm's account.
- Liaise with the Government Department and Land Registry regarding on the matter on Sale and Purchase on Property.
- Monitoring closely the deadline for the submission of relevant documents required for Agreement to respective Malaysia's Authorities.
- Involving in the general accounting duties such as issuing of Bills and Official Receipt to Client and other relevant parties.
- Respond to telephone and email inquiries from Clients and other Business Associates.

EDUCATION

Highest Qualification	:	Bachelor Degree (HONS)
Grade	:	Grade B/2 nd Class Upper
Field of Study	:	Business Studies/Administration/Management
Institute/University	:	University Tunku Abdul Rahman ("UTAR")
Year of Graduation	:	2007
2 nd Highest Qualification	:	Diploma
Grade	:	Merit
Field of Study	:	Business Studies/Administration/Management
Institute/University	:	College Tunku Abdul Rahman ("KTAR")
Year of Graduation	:	2005
3 rd Highest Qualification	:	Certification
Grade	:	N/A
Field of Study	:	Business Studies/Administration/Management
Institute/University	:	College Tunku Abdul Rahman ("KTAR")
Year of Graduation	:	2005

**OTHERS ATTAINED
CERTIFICATION**

Certification : Certificate of Employment Intermediaries (CEI)
Basic
Institute : NTUC LearningHub Pte. Ltd.
(a Ministry of Manpower Approved Test
Administrator)
Date of Attained : 18 September 2015