

Jenni Pham Thi Xuan Yen

Mobile: +65 90925082
Email: jenni.pham.yen@gmail.com

Professional Profile

An entry-level candidate seeking employment in the Corporate Secretarial field with high growth potential. I am detail-oriented, independent and tactful, but also able to work in a team. I believe my ability to adapt quickly under any circumstance will prove to be a valuable attribute in providing high standard of work even under pressure.

Education and Qualifications

University of Sussex - BSc Economics (2011-2014) By completing the course I have demonstrated knowledge of the core principles of economics and understanding of them as they relate to economic problems and issues. Modules such as International Trade and Corporate Finance have enabled me to understand the structural breakdown of a business and the difficulties we face in having a world trade system to accommodate the conflicting social economic classes.

- Achieved a first class average for Chinese Elective, a second upper class for Applied Statistics for Economics and Finance
- Consistently securing 2:1 grade for essays

ACS International Singapore - International Baccalaureate Diploma (2008-2009) Obtained full diploma with Higher Level subjects including:

- Economics
- History
- English.

Chai Chee Secondary School Singapore - GCE O' Levels (2003-2007) Obtained full GCE O-level certificate.

- Achieved A's for English, Social Studies, History

Associated Experience

(Jan 2016 – Present) *Corporate Secretarial Assistant, MC Corporate Services, Singapore*

Assisting a team of Corporate Secretaries in duties including but not limited to:

- Incorporations
- Liaising with auditors and clients
- Minute-taking/meeting attendance
- Administrative tasks
- EP application procedures

- Preparation of resolutions, register maintenance, etc

(June 2015 – December 2015) Administrative Executive, Buffalo Tours Ltd, Singapore

- Assisting the Managing Director with administrative tasks including; flight bookings, expense claims, contract signing
- Maintaining privacy and keeping confidential information
- Office managerial role of keeping the environment clean, stocked with stationary and necessary supplies
- Assisting the Senior Accountant with checking of invoices, keeping system updated with daily checks
- To act as courier when necessary

(Jan 2015 – March 2015) INTERN, Allen&Overy LLC, Ho Chi Minh City, Vietnam

- Assisting the Business Development Manager with proposals to be sent as the company bids for successful deals
- Administrative duties
- Assisting lawyers with tasks when assigned

(Nov 2014 – Jan 2015) INTERN, Thien Minh Group, Ho Chi Minh City, Vietnam

- Creating a short written advert to market an upcoming IT project to draw in TMG's focus clients
- Communicating and meeting with potential partners to improve the performance of Victoria Nui Sam Lodge
- Report writing
- Research on the wellness tourism industry to possibly be integrated into TMG's business
- Benchmarking of hotel prices and tour packages to understand the competitiveness of TMG against competitors

(Jul 2013 - Aug 2013) INTERN, Vietnam Asset Management, Ho Chi Minh City, Vietnam

Research on market sectors and companies in Vietnam's economy taught me to be thorough with data and information in order to create an informative presentation

- Marketing company's brand through emailing potential clients making sure they are aware of our products
- Editing of market reports which required great attention to detail and deadlines
- Learning the research process to produce a financial report of a company/industry

My attention to detail has improved significantly as the senior colleagues expected swift execution of tasks given.

(Aug 2012) INTERN, QBE Insurance, Hanoi, Vietnam

- Designing a new product brochure to be used for fire insurance claims allowed myself to be creative with the layout and design
- Editing of insurance claims paying great attention to detail
- Translating documents to English from Vietnamese
- Administrative tasks
- Assisted in miscellaneous clerical tasks with attention to detail and precision.

(Filings, typing invoices for clients, editing of Word files, double-checking billing information)

Other Experience

(May 2010 – June 2010) CUSTOMER SERVICE OFFICER, Nokia Care Centre Singapore

- Worked in a team and received much support from when difficult situations arose which enhanced my team player mentality and communications skills with peers and senior management alike
- Entertained queries and complaints, data entry, booking in phones for repairs
- Was able to maintain consistent level of service excellence while reducing customer traffic during peak hours

Key I.T. Skills & Languages

- Microsoft Office
 - English (Native & Fluent)
 - Vietnamese (Conversational)
 - Mandarin (Elementary)
 - Spanish (Elementary)
- Social Media Tools
 - Facebook
 - Twitter
 - Instagram
 - LinkedIn