



Dear Sirs

RE: MANAGER, CORPORATE SECRETARIAL

I am keen to apply for the above position in your highly esteemed organization.

I have genuine interest in corporate secretarial work hence have taken the necessary steps to equip myself with the relevant education and training to be competent in this field. I have completed my SAICSA Executive Diploma in Corporate Administration and am currently pursuing IQS ICSA.

I am well versed with most aspects of the corporate secretarial functions and I also have good knowledge of the Companies Act. as well as the statutory requirements of the relevant Government bodies. I also keep myself abreast of the changes in the statutory requirements and practice directions to ensure that I stay well informed so as to handle my clients' portfolios independently and efficiently.

Moreover, I have good interpersonal and communication skills that help me to work with people of different calibre and be part of any team. I am a highly motivated individual who thrives on challenges hence I multi-task well.

I assure you that with my corporate secretarial skills, knowledge and experience gained from my previous jobs, I will be an asset to the Organisation.

The enclosed resume that I have prepared includes further details of my educational and job experiences.

Your's sincerely,

Ruth Indrani

INDRANI SUROMUTHU

Personal Particulars

- a) Name : Ruth Indrani
- b) Date of Birth : 24th November 1976
- c) Age : 39
- d) Gender : Female
- e) Marital Status : Married
- f) Citizenship : Singapore PR
- g) Nric No : S7669707H
- h) Address : Blk 5, Ghim Moh Road
#14-230
Singapore 270005
- i) Contact No. : 6698 5962 (Residence)
9169 6632 (HP)
- j) E-mail : Indraaa24@hotmail.com

Language Proficiency

- a) Written fluently : English and Tamil
- b) Spoken fluently : English, Tamil and Malay

Educational Qualification

- a) Pursuing IQS ICSA
- b) Executive Diploma in Corporate Administration (SAICSA)
- c) Certificate of Merit in Economics (SAICSA)
- d) Certificate of Merit in Business Law (SAICSA)
- e) Certificate in Fundamentals of Company Secretarial Practice (SAICSA)
- f) Certificate in Networking Technology
- g) GCE 'O'-Level : 3 Credits
- h) GCE 'N' Level : 6 Credits

Computer Knowledge

Excellent knowledge of Microsoft Word, Excel, PowerPoint, Access, Outlook, Publisher and Computer Networking Skills

Current Salary : S\$5,000
Expected Salary : S\$5,500

Date of Availability : 20 June 2016

Employment History

- 1) 2015 to 2016 : **Heritage Fiduciary Services Pte. Ltd.**
Manager, Fiduciary Services
- 2) 2014 to 2015 : **Jeeves Corporate & Trust Services Pte. Ltd.**
Corporate Secretarial Manager
- 3) 2011 to 2014 : **Central Chambers Law Corporation**
Corporate Secretarial Executive
- 4) 2010 to 2011 : **Singapore Workforce Development Agency**
Executive
- 5) 2007 to 2010 : **eFusion Solutions Pte Ltd**
Administrator cum Corporate Secretarial Assistant
- 2009 to 2010 : **Entrepreneurs' Organization (EO)**
Chapter Administrator
- 6) 2001 to 2005 : **Singapore Indian Development Association (SINDA)**
Designation : Community Development Officer

**1. Heritage Fiduciary Services Pte. Ltd.
Manager, Fiduciary Services**

(2015 – 2016)

- Provide advice and assistance to clients on Corporate Secretarial matters
- Liaise with Clients, Auditors, Tax agents, Bankers and Lawyers on Corporate Secretarial matters
- Drafting of necessary resolutions, minutes and documents for Company Incorporation, AGM, EGM, Shares Issuance, Shares Transfer, Change of Company name, Appointment & Resignation of Company Officers, Company Charges, Striking off of the Company, Liquidation and etc.
- Electronic Lodgement of the Incorporation of Company, AGM, EGM, Shares Issuance, Shares Transfer, Change of Company name, Appointment & Resignation of Company Officers, Company Charges, Striking off, of the Company and etc. with Bizfile and IRAS (e-stamping)
- Send reminders to Companies on AGM deadlines
- Ensure to meet monthly revenue targets set by management
- Work with Compliance Officer to ensure on-boarding Companies / Clients are in line with the Compliance measures as well as the relevant authorities.
- Assist Clients in sourcing out for suitable banks that fit their requirements and provide assistance in setting up meeting with the relevant Bankers.
- Advice and assist Clients on work immigration matters such as application of Employment pass, Entrepreneur Pass, Long term pass, Permanent Residency and Citizenship matters

**2. Jeeves Corporate & Trust Services
Corporate Secretarial Manager**

(2014 – 2015)

- Provide advice and suggestions to clients on Corporate Secretarial matters
- Liaise with Clients, Auditors and Tax agent in relation to Corporate Secretarial matters
- Drafting of necessary resolutions, minutes and documents for Company Incorporation, AGM, EGM, Shares Issuance, Shares Transfer, Change of Company name, Appointment & Resignation of Company Officers, Company Charges, Striking off of the Company, Liquidation and etc.
- Electronic Lodgement of the Incorporation of Company, AGM, EGM, Shares Issuance, Shares Transfer, Change of Company name, Appointment & Resignation of Company Officers, Company Charges, Striking off, of the Company and etc. with Bizfile and IRAS (e-stamping)
- Send reminders to Companies on AGM deadlines
- Ensure to meet monthly revenue targets set by management
- Work with Compliance Officer to ensure on-boarding Companies / Clients are in line with the Compliance measures as well as the relevant authorities.
- Assist Clients in sourcing out for suitable banks that fit their requirements and provide assistance in setting up meeting with the relevant Bankers.
- Assist Clients with application of IRAS Certificate of Residency (COR)
- Advice and assist Clients on work immigration matters such as application of Employment pass, Entrepreneur Pass, Long term pass, Permanent Residency and Citizenship matters

3. Central Chambers Law Corporation (2011 – 2014)
Corporate Secretarial Executive

- Provide advice and suggestions to clients on Corporate Compliances matters
- Updating of Corporate Secretarial and Statutory Records
- Liaise with Clients and Auditors in relation to Corporate Secretarial matters
- Drafting of necessary resolutions, minutes and documents for Company Incorporation, AGM, EGM, Shares Issuance, Shares Transfer, Change of Company name, Appointment & Resignation of Company Officers, Company Charges, Striking off of the Company and etc.
- Electronic Lodgement of the Incorporation of Company, AGM, EGM, Shares Issuance, Shares Transfer, Change of Company name, Appointment & Resignation of Company Officers, Company Charges, Striking off of the Company and etc. with Bizfile and IRAS (e-stamping)
- Release of Announcements in SGX
- Send reminders to Companies on AGM deadlines
- Preparation of Bills to the relevant Companies
- Advice and assist Clients on work immigration matters such as application of Employment pass, Entrepreneur Pass, Long term pass, Permanent Residency and Citizenship matters

3. Singapore Workforce Agency (2010 – 2011)
Executive

- Scheduling of appointments and meetings for Director
- Drafting of letters for Director
- Preparation of agenda and minutes taking for divisional meetings
- Preparation of meeting materials
- Processing of claims for Director
- Coordinate divisional events
- Call for proposals via Gebiz
- Updating & Tracking of budget utilization for entire division
- Updating & Tracking of training & courses at divisional level
- Updating of intranet contents
- Act as Support Officer for Human Capital Summit 2010 & 2011

4. eFusion Solutions Pte Ltd (2007 – 2009)
Administrator cum Corporate Secretarial Assistant

- Preparation of agenda and minutes taking for board meetings
- Travel and visa arrangements for CEO and Directors
- Handle all corporate secretarial matters such as directors' resolutions and etc.
- Liaise with lawyers, auditors and tax agents on corporate matters such as shares subscription and etc.
- Preparation of simple Directors' and Shareholders' Resolutions
- Electronic Lodgement of the Incorporation of Companies, AGM, Appointment and Resignation of Company Officers
- Drafting of letters for CEO & Directors
- Assist CEO to establish contacts with potential clients
- Submit government tenders and grants (IE, GeBiz)
- Coordination for legal and financial due diligence exercises
- Scheduling of appointments and meetings for CEO
- Follow-up on all outstanding matters pertaining to CEO & Directors
- Coordinate group and management events
- Update boards on key performance indicators on a weekly basis
- Profit and loss analysis for departments

With effect from April 2009 I was the appointed the Chapter Administrator Entrepreneurs' Organization (EO) my duties were as follows:

- Handle Membership recruitment matters and Member integration processes
- Coordinate all EO events such as Minister Talks, CEO Talks, Business Talks, Social events, Golf events and etc for the entire year
- Handle all administrative processes of the events such as attendance marking, feedback collation, fees collection for non-members and etc
- Allocation of Members to their Forums
- Liaise with EO Global on all administrative process
- Correspond to all enquiries and feedbacks pertaining to EO
- Preparation of agenda and minutes taking for Executive Committee meetings
- Update all Members on Membership strength fortnightly
- Work closely with all learning partners such as ACE, BANSEA, SVCA, SOE and etc

5. SINDA (2001 - 2005)
Community Development Officer
Public Education / Youth Development/Information & Referral

Project Coordinator (Project Vidya) – Public Education / Youth Development

- Recruitment of students base on MOE listing
- Organising of annual launch to welcome new students and parents
- Coordinate programmes that will enhance students' performance in school
- Creating of flyers / brochures
- Maintenance of Vidya website
- Submission of programme reports to management, Executive Committee and Board of Trustees
- Budget planning for forth coming year
- Managing of Parent Support Group and their activities
- Work closely with schools and other organisations to organise activities
- Correspond to public enquiries and feedback via phone, fax and letter

Information and Referral Officer

- Assess individual and families who walk-in to SINDA seeking help
- Provide holistic assistance
- Link individuals and families to the appropriate community resources and service providers
- Work closely with CDC and other not- for profit organisations

Event Management

- Worked as Secretary in the Academic Excellence Award committee since 2001 – 2004. This ceremony is organised for students who have done exceptionally well at their landmark examinations
- Worked as Secretary in the Bursary Awards 2003. This Ceremony is organised for students from low-income families who are eligible to receive bursaries on a yearly basis.
- Worked as member in several other committees on ad-hoc basis