

Cover Letter

I am writing to express my interest to be a corporate secretary with your firm. In 2014, I obtained my Bachelor Degree in Business Management from Liverpool John Moores University (United Kingdom) and subsequently completed Institute of Chartered Secretaries and Administrators (ICSA) in 2016.



My first job after graduated from university was personal assistance to managing director in Sabah, Malaysia. Half year after working as personal assistance, I was encouraged to come to Singapore to learn and practise as qualified chartered secretary. I am grateful that Tricor Singapore Pte. Ltd. has given me the opportunity to growth in the path of being corporate secretary. Since graduated and with few years of working experiences, I have acquainted myself with the fundamental of company operation and a range of skills and knowledge that I obtained throughout my study and working that would allow me to blend with the organisation's culture and propel the team to a new height of success.

Key strengths I offer are my responsibility and fast learner. During my study and step to society, I gained valuable experience working with different teammates from diverse backgrounds. I also learned to think on my feet. In addition, from being involved with extracurricular groups during college and maintaining good grades at the same time, I know that I can handle multiple responsibilities and successfully meet deadlines.

Together with the cover letter, I enclosed herewith my resume and educational certificates for your full consideration. I appreciate your time reviewing my application.

I will be much appreciate if you able to give me an opportunity to interview with you. I can be contacted at **81107708** (mobile) or **lee_rachel@live.com** (e-mail). It will be a pleasure for me to attend an interview with you.

Thank You

Yours Sincerely,

RACHEL

(LEE JIA HUI, RACHEL)

Resume

Personal Details

NAME	: LEE JIA HUI (RACHEL)
GENDER	: FEMALE
AGE	: 26 YEARS OLD
DOB	: 11 NOVEMBER 1991
EMAIL	: lee_rachel@live.com
NATIONALITY	: MALAYSIAN
MARITAL STATUS	: SINGLE
RACE	: CHINESE
ADDRESS	: YISHUN STREET 71 #05-55 SINGAPORE 760726
CONTACT	: 81107708
EXPECTED SALARY	: \$3,400 (Negotiable)
NOTICE PERIOD	: 2 MONTHS NOTICE

EDUCATIONS

- 1. Qualification** : **Graduated and admitted to The Institute of Chartered Secretaries and Administrators (ICSA)**
Institute : **Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)**
Graduated : **2016**
- 2. Qualification** : **Bachelor's Degree**
Grade : **Graduated with First Class Honours**
Field of Study : **Degree in Commerce (Business Management)**
University : **Liverpool John Moores University, United Kingdom**
Graduated : **May 2014**
- 3. Qualification** : **Advanced Diploma**
Grade : **Graduated with Merit CGPA 3.6250**
Field of Study : **Advance Diploma in Commerce (Business Management cum ICSA)**
Institute/ University : **Tunku Abdul Rahman College, Malaysia**
Graduated : **2013**
- 4. Qualification** : **Diploma**
Grade : **Graduated with Merit CGPA 3.4416**
Field of Study : **Diploma in business (Business Administration)**
Institute/ University : **Tunku Abdul Rahman College, Malaysia**
Graduated : **2011**

WORKING EXPERIENCES

- 1. Company : Tricor Singapore Pte. Ltd.**
(23 February 2015 - Present)
- Location : Singapore**
- Position : Associate**
- Current Salary : S\$2,850.00**

Job Description

- **Maintaining and handling portfolios of Singapore Private Companies , Public Company and Foreign Branch, both active and non-active**
- **Drafting and preparing of board resolutions and minutes of meetings**
Organising meetings schedule, issuing notices and attending board, board committees and shareholders' meetings including with the preparation and
- **collation of board papers, follow up with minutes to be recorded and assistance in preparing of Annual Report**
- **Prepare and release SGX announcements**
- **Responsible for maintaining and filing of corporate documents with ACRA (Ensuring compliance with laws and regulations)**
- **Maintain the statutory registers and secretarial records and responsible for the accurate and timely updates of the corporate secretarial database**
Assist in all aspects of corporate secretarial and administrative tasks e.g.
- **courier and tracking of corporate documents, follow-up with outstanding documents and issue invoice**
- **Involves in liaising and advising clients on Companies Act requirements**
- **Coordinate with accounting and tax departments**
- **Assist in application and issuance of Work Permit, S Pass and Employment Pass with Ministry of Manpower (MOM)**
- **Liaise with regulators including ACRA and MOM**
- **Act as scrutineers and poll counting agent at Shareholders' Meetings**
- **Arrangement for legalisation, attestation, authentication and notarisation of documents as directed**

2. Company : Bertam Development Sdn Bhd
(August 2014 – December 2014)

Location : Sabah, Malaysia

Position : Personal Assistant to Managing Director

Job Description

- PA to Managing Director (Follow up on company and personal matters)
- Managing travel arrangements, transport and meetings schedules
- Handle calendar management for Managing Director
- Prepare minutes and distribute minutes materials of meeting
- Liaise with lawyers and bankers
- Answer enquiries via phone calls and emails
- Provide administrative support
- Coordinate with account and human resources departments

EXTRA CURRICULAR ACTIVITIES

- Assistant Group Leader Tunku Abdul Rahman College (TARC) Orientation Committee 2010/2011
- Represent Tunku Abdul Rahman College (TARC) participated in UNIRAZAK Business Plan Presentation Contest 2011.
- Represent Tunku Abdul Rahman College (TARC) participated in Malam Kebudayaan Karnival Sukan Masiswa 2010 Zon Sabah.

SKILLS SUMMARY

Languages

- **Able to speak and write in English, Mandarin and Malay.**

Computer Skills

- **Confident and experienced in Microsoft Office (used them in numerous assignments and working)**

Communication/ Interpersonal

- **Good presentation skills in numerous high school and undergraduate.**

Teamwork

- **Demonstrated a range of teamwork skills in different roles (mostly, organising work; guiding; encouraging feedbacks and taking part in discussion) as part of group assignment;**
- **Formed and managed a group to take part in a business plan presentation contest;**
- **Positive team player.**

Planning and Organising

- **Practiced attention to details, especially in projects.**

Other skills

- **Able to work under pressure (especially when juggling various projects which is due in a week, with work and volunteering), as well as, able to achieve work-life balance.**

REFERENCE

Referee : LEE YUN ON

Relationship : Lecturer

Contact : 6016 817 9312

Referee : SIMON LIEW

Relationship : Lecturer

**Contact : 6016 8208148 (Mobile)
088 718481 (Office)**



The Institute of Chartered Secretaries
and Administrators

This is to certify that

LEE JIA HUI

was admitted to Graduateship of
The Institute of Chartered Secretaries and Administrators
on
2 MARCH 2016

Registration Number : **7069660**

President
Malaysian Division



MAICSA
Leading Governance®

*The Malaysian Institute of
Chartered Secretaries and Administrators*

This is to certify that

LEE JIA HUI

has been awarded
the

Professional Diploma In Corporate Administration

on

1 MARCH 2013

Registration Number : 7683181


.....
President

PDCA0072



Liverpool John Moores University

This is to certify that

LEE JIA HUI

has been awarded the

Degree of Bachelor of Arts

With Honours, Class I

having followed an approved programme of study in

Commerce

11th March 2014

N. P. Weatherill

Professor Nigel P. Weatherill FREng
Vice-Chancellor



Brian Leveson

The Rt. Hon. Sir Brian Leveson
Chancellor

KOLEJ TUNKU ABDUL RAHMAN

拉曼學院



TUNKU ABDUL RAHMAN COLLEGE

Dengan ini disahkan bahawa

茲証明

It is hereby certified that

LEE JIA HUI

911111-01-6716

setelah tamat program yang diluluskan dan setelah
memuaskan Lembaga Pemeriksa telah dianugerahkan

修業期滿成績及格准予畢業授予

having duly completed the approved programme of study and
having satisfied the Board of Examiners was awarded the

DIPLOMA LANJUTAN PERDAGANGAN
(PENGURUSAN PERNIAGAAN)
dengan Kepujian

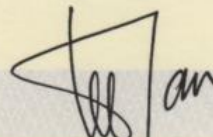
商科專業高級文憑(工商管理學)(優等)

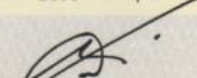
ADVANCED DIPLOMA IN COMMERCE
(BUSINESS MANAGEMENT)
with Merit

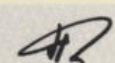


Tarikh / 日期 / Date: **2 MAY 2013**

AW11093143


Pengetua / 院長 / Principal


Ketua Sekolah / 校主任 / Head of School


Pendaftar / 註冊主任 / Registrar

KOLEJ TUNKU ABDUL RAHMAN

拉曼學院



TUNKU ABDUL RAHMAN COLLEGE

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DIPLOMA PENGAJIAN PERNIAGAAN
(PENTADBIRAN PERNIAGAAN)
dengan Kepujian

商科文憑(工商管理學)(優等)

DIPLOMA IN BUSINESS STUDIES
(BUSINESS ADMINISTRATION)
with Merit



Pengetua / 院長 / Principal

Ketua Sekolah / 校主任 / Head of School

Pendaftar / 註冊主任 / Registrar

Tarikh / 日期 / Date: **13 SEPTEMBER 2011**

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