

CHONG JIA YI

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OBJECTIVE

A self-motivated and detailed-orientated individual seeking out for a challenging career that allows me to utilize my communication and interpersonal skills to provide the best level of support to the organization

EDUCATION

SIM – Royal Melbourne Institute of Technology (2014 – 2016)

Bachelor of Business (Marketing)

Temasek Polytechnic (2011 – 2014)

Diploma in Gerontological Management Studies

EXPERIENCE

J.P. MORGAN CHASE & CO | Sep 2016 - Present

Documentation Analyst under Documentation Management (DMO) Department

- Spearheaded the Documentation Centralization processes as part of the pioneer team in DMO to optimize overall client documentation experience
- Participated in the development and reviewing of the team' Standard Operating Procedure (SOP)
- Consolidate, organize, read, label, index, inventories and file Clients' documents (KYC and non-KYC) according to client level across different Line of Business
- Maintain documentation records in appropriate database management system such as Microsoft SharePoint to enhance storage and retrieval activities
- Review and understand document details to identify standard and non-standard terms, product specific language and or regulatory disclosure for appropriate metadata archival in the documentation storage repository
- Provide assistance in overseeing the expansion of the department in other region

Mactus Live Pte Ltd | Dec 2015 – Jul 2016

Marketing Executive

- Identify new business and partnership opportunities, and promote suitable suite of services according to Clients' requirement
- Build and maintain sustainable business relationship with potential and existing clients
- Creating narrative and analytical presentation for potential investors and clients
- Oversee projects by developing project plan and ensure major milestones are met
- Manage and coordinate events, both internal and external, venue sourcing and liaising with vendors/suppliers

Intelligent Windows System Pte Ltd | Jun 2013 – Jul 2014

Accounts cum Customer Service Coordinator

- Prepare and process of incoming quotation, purchase or sales order on timely basis
- Handle HR duties including payroll processing, CPF contributions and HR documentations
- Maintain proper filing for all accounts receivable and account payable
- Submission of monthly sales and invoicing, prepare sales and commission orders
- Provide effective responses and rapid resolution to customer enquiries through close liaison with operations, distribution, sales and marketing personnel

SKILLS

- Microsoft Office (Excel, PowerPoint, Word, Outlook, and SharePoint)
- Adobe Photoshop