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Tan Shi Yun, Fion

An enthusiastic individual with an innovative,
motivated and versatile disposition

Personal Particulars Summary:

Total years of working experience: 11 years

Industry exposure: Customer Relation; Finance and Banking; Trading, Personal
Assistant/ Secretary

Singapore Status: Singapore Citizen

Date of Birth: 21/04/1985

Marital Status: Married

Race/ Nationality: Chinese

Current Basic Salary per month: 4,671

Expected Salary: 5,500 (Neg)

Notice Period: 2 months notice

Reason of Leaving: Pursue better career path

Objective

To acquire a challenging position in a professional field of significant interest, whereby my potential and education background can be effectively applied to achieve the goals and objectives of my future employer as well as myself

Summary of Experience

- May 2015 – Current Equiom Fiduciary Services Pte Ltd (Assistant Manager)
- Administering portfolio of Corporate Secretarial clients
 - Drafting of minutes of directors' and shareholders' meetings and/or directors' and shareholders' resolution
 - Maintaining statutory registers and records
 - Ensuring compliance with statutory and regulatory deadlines and requirements
 - Assisting in adhoc corporate secretarial duties

Mar 2010 – Apr 2015 **Quahe Woo & Palmer LLC** (Legal Secretary & Corporate Secretarial)

- Provide secretarial and administrative support to Director and senior lawyers.
- Prepare legal documents and correspondences and filing of legal documents
- Prepare expense claims for lawyers
- Update client files for record
- Prepare bills
- Draft corporate documents (e.g resolutions or minutes)
- Incorporate local or offshore company

Nov 08 – Sept 2010 **Pacific InterChem (S) Pte Ltd** (Admin Executive)

- Liaise with Korea and respective agents for all logistic matters
- Prepare Delivery Order, Invoice and Packing List for all shipments
- Issue cheque to respective suppliers, office utilities and rental
- Performed HR matters; payroll, CPF submission, leave, medical leave
- In charge of Director and Managing Director oversea business trips and personal matters

Feb 07 – Oct 08 **DBS Bank** (Bank Representative)

- Interact and solved all customers' enquiries and needs
- Promote new products to customer base on individual's needs
- Process Fixed Deposit, remittances and cash handling

Oct 06 – Feb 07 **OCBC Bank** (Admin Executive)

- Notify customers on events and gifts
- Key in customer database
- Search information on competitive reason
- Organize events
- Liaise with courier company for delivery of gifts
- Do up the OCBC Mobile Banking website

Nov 05 – Oct 06 **Great Eastern Life Assurance Co Ltd** (Personal Assistant)

- Performed administrative executive duties
- Assisted manager in areas of management and general administration
- Do up policy reviews for clients

June 05 – Nov 05

Siji Trading Pte Ltd (Admin Assistant)

- Prepare Delivery Order to each individual supermarket
- Prepare cheque to respective suppliers
- Conduct market research
- Warehouse inventory
- Liaise with China for fruit shipment schedule

Education

2012

Kaplan Higher Education Institute

- Diploma in Paralegal Studies

2006

Singapore College of Insurance

- Module 5, Module 9, Health Insurance

2002 - 2005

Singapore Polytechnic

- Diploma in Business Information Technology

1998 - 2001

Manjusri Secondary School

- Cambridge GCE 'O' Level

Language Skills

Fluent in written and spoken English and Chinese languages