

SEET SHU SHYAN CHRISTINE
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EXPERIENCE

Trafigura Group
Company Secretarial Manager and named Company Secretary

Sep 2013 - Present

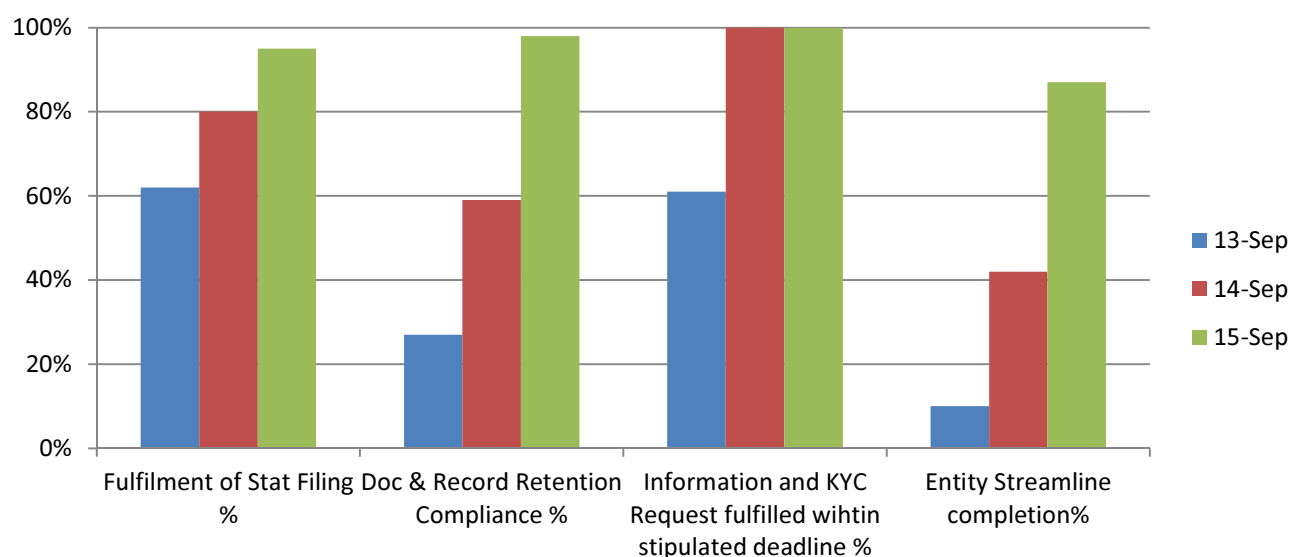
Manage a portfolio of **102 private companies** located in the Asia Pacific and Middle East Region including a fund management and captive insurance companies registered with MAS

- Review and draft board decisions, meeting minutes and authorization documents
- Update and maintain secretarial and corporate records
- Organise shareholders and board meetings
- Conduct secretarial due diligence for acquisition & divestment projects
- Incorporate and close entities
- Ensure compliance with local laws and regulations
- Ensure timely lodgement of statutory returns and regulatory notifications
- Manage external secretarial agents
- Provide in-house training for directors, officers and other stakeholders on Singapore legislation and requirements
- Provide preliminary advisory to management and project teams on Companies Act, Cap. 50 requirements
- Obtain business license and other required licenses
- Manage process improvement projects
 - Entity streamline
 - Asset register
 - Document and record retention
 - Authorization document tracking system

Major Projects

- Re-domicile group holding company
- Re-assignment of business groups
- De-lineate group companies

Key Achievement



International SOS Group
Manager, Company Secretarial

Oct 2012 – Sep 2013

Manage a portfolio of **2 public companies and 97 private companies** located in the Asia Pacific and Middle East Region

BHP Billiton Group
Specialist, Company Secretariat

Jan 2009 – Oct 2012

Managing a portfolio of **62 entities registered in 35 countries** around the world

Key Achievement

	January 19, 2009 (1 st joined MinEx)	July 1, 2009	June 30, 2010	June 30, 2011
Awareness of compliance obligations ¹	38%	65%	96%	100%
Fulfilment of compliance obligations ²	24%	28%	70%	98%
Confirmed up-to-date entity information ³	30%	62%	92%	98%

¹ % of entities where we are aware of the compliance obligations required compared to total number of entities

² % of entities where we have fulfilled the compliance obligations up to date and in the process of bring the compliance obligations up to date compared to total number of entities

³ % of entities where we have confirmed up-to-date entity information compared to total number of entities

Develop entity management processes
 Develop officer management and execution processes
 Develop entity management control documents and templates
 Develop tracking system for deadlines and expiry of documentation

The Ascott Group Limited
Assistant Manager, Corporate Secretarial

Sep 2007 – Jan 2009

Managing a portfolio of **1 SGX-listed REIT and 317 private limited companies** incorporated in Singapore, Australia, Japan, People's Republic of China, Vietnam, Indonesia, Philippines and other off-shore tax haven jurisdiction together with a team of 2

City Management Pte Ltd
Head, Corporate Secretarial and named Company Secretary

Sep 2005 – Sep 2007

1. Corporate Secretarial Function
 Managing a portfolio of **547 private limited companies** together with a team of 3
2. Administrative Function
 - Manage reporting including budgeting and accounts receivable
 - Manage and recruit staff for secretarial department

- Conduct in-house training

NatSteel Ltd
Corporate Secretarial Executive

Mar 2003 – Apr 2005

1. Group Corporate Secretarial Function
Managing a portfolio of **1 SGX-listed company and 46 private limited companies**
2. Group Legal Function
 - Coordinate trademark matters with external counsel
 - Update and maintain of legal depository
 - Update and maintain of legal records

Stamford Tyres Corporation Limited
Personal Assistant

Jul 2001 – Mar 2003

1. Corporate Development and Planning Function
2. Secretarial Function
3. Office Administration Function

Mun Siong Engineering Pte Ltd
AIS Officer

May 2000 – Jul 2001

1. Accounting Function
2. Payroll Functions
3. Data Analysis and Reporting Function
4. Accounting Information System Administration Function

SKILLS

Proficiency in Blueprint, ViewPoint, SAP, MS Excel, MS PowerPoint, MS Access, MS Words, MS Project, Concerto, MASNET and SGXNET platform.

EDUCATION

Jul 2004 – Jun 2005	Singapore Institute of Certified Secretaries and Administrator	ICSA qualification
Jun 1997 – Dec 2000	Nanyang Technological University	Bachelor of Accountancy
Jan 1995 – Dec 1996	Nanyang Junior College	GCE 'A' Levels
Jan 1991 – Dec 1994	Tanjong Katong Girls School	GCE 'O' Levels
Jan 1985 – Dec 1990	St. Margaret's Primary School	PSLE