

KAREN ONG POH YEE

Corporate Secretarial Senior



PERSONAL INFORMATION



+65 85185918



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EXECUTIVE SUMMARY

- Highly capable corporate secretarial professional with more than 5 years' experience in managing a strong portfolio of private and public listed companies
- Comprehensive background in corporate secretarial, general administration and revenue management
- Adept in learning new skills, with a disposition to take on challenges and explore various job functions



TECHNICAL SKILLS

Software:	Microsoft Outlook, Lotus Note and Microsoft Office
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KEY SKILLS

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| <ul style="list-style-type: none">• Corporate Governance• Employment Law• Corporate Secretarial | <ul style="list-style-type: none">• Secretarial Functions• Customer Service |
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PROFESSIONAL EXPERIENCE

CORPORATE SECRETARIAL SENIOR 2 BDO CORPORATE SERVICES PTE. LTD.	Aug 2016 - Current
<ul style="list-style-type: none">• Managed a portfolio of more than 40 clients which consist of Singapore Branch and private companies• Assist with the submission of employment passes of the clients (immigration matters)• Collaborated closely with external clients and government bodies in advisory of corporate secretarial matters and implementation of corporate secretarial documentation;• Supported and attended clients' meetings;• Reported to Corporate Secretarial Director and Assistant Manager on daily corporate secretarial matters.	
CORPORATE SECRETARIAL ASSOCIATE 2 TRICOR PTE LTD, SINGAPORE	Oct 2015 – Aug 2016
<ul style="list-style-type: none">• Single-handedly managed a portfolio of more than 50 clients from industries including fund management, marine and transportation, shipping, data management and marketing analytics.• Collaborated closely with external clients and government bodies in advisory of corporate secretarial matters and implementation of corporate documentation; created and drafted corporate governance reports.• Supported and attended clients' board and board committees meetings; took charge of writing minutes and board resolutions.• Reported to Corporate Secretarial Manager on daily corporate secretarial matters.	

CORPORATE SECRETARIAL ASSOCIATE 2 PRICEWATERHOUSECOOPERS CM SERVICES PTE. LTD.	Oct 2013 – Oct 2015
<ul style="list-style-type: none"> Single-handedly managed a portfolio of more than 60 clients from industries including fund management, shipping, aviation finance management, manufacture of electronic component and finance. Provide advice and assistance in general administration matters such as budgeting and billing Provide ad-hoc corporate secretarial advice to external clients. Collaborated closely with external clients and government bodies in advisory of corporate secretarial matters and implementation of documentation. Supported and attended clients' board and board committees meetings; took charge of writing minutes and board resolutions. Reported to Assistant Corporate Secretarial Manager and Senior Corporate Secretarial Manager on daily corporate secretarial matters. <p><u>Significant Highlight</u></p> <ul style="list-style-type: none"> Received strong commendation through 2 successive job promotions during tenure in the company; started as an assistant associate and promoted to associate 2. 	
CORPORATE SECRETARIAL EXECUTIVE EXPRESS CO & REGISTRATION MANAGEMENT PTE. LTD.	Nov 2011 – Sept 2013
<ul style="list-style-type: none"> Supervised and supported a portfolio of more than 300 private entities. Liaised with external clients and ACRA in providing professional advice and administration services. Drafted minutes and board resolutions in board and board committees meetings. Performed the ACRA lodgements Managed the Company's ACRA account on monthly basis 	



EDUCATION & PROFESSIONAL QUALIFICATIONS

- ☐ Bachelor Degree in Business Administration (Honours) , Tunku Abdul Rahman College, Malaysia
- ☐ Diploma in Business Administration, Tunku Abdul Rahman College, Malaysia



AWARDS & CERTIFICATIONS

- Institute of Chartered Secretaries and Administrator, Singapore – Pursuing



MISCELLANEOUS INFORMATION

- ☐ Nationality: Malaysian
- ☐ Languages: Fluent in English, Malay, Cantonese and Mandarin
- ☐ Availability: 2-month notice

References available upon request