



## **RESUME**

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### **PERSONAL PARTICULARS**

Citizenship : Singaporean  
Sex : Female  
Race : Chinese  
Date of Birth : 12 Jun 1975  
Marital Status: Married

### **CURRENT**

**Orangefield Group (From 11 July 2011 to present)**  
**Department: Corporate and Trust**  
**Position: Fund Administrator**

### **Manage the Private Equity Funds of companies**

**The role specifically comprises the following responsibilities:**

Fund Administration:

- Day to day administration of Private equity funds
- includes, but not limited to, drafting of Board Resolution, tracking of cash flows (distributions, call), up keeping of Company Kits, Incorporation of BVI

Singapore Companies:

- Corporate Secretarial duties including and not to limited to maintenance of Company kits and statutory records,

-Drafting Directors resolutions, lodgment with relevant authorities where applicable.

-Attend AGM/EGM and Minutes taking.

-Annual Reviews, Preparing checklists and standard operating procedures

**BVI Duties:**

-Day to day administration of client's requests including opening of bank accounts

-Proxy for AGM /EGM

**Trust Duties:**

- Day to day administration of all fiduciary related functions at Trust and underlying company levels including maintaining all records, periodic trust and portfolio reviews, preparing trustee resolutions, directors resolutions and other documents accurately and timely in keeping with the requirements of the various legislations, etc.

-Set up new British Virgin Islands Companies, arranging "Check the box" for tax filing. Liquidation for Companies. Change of ownership for shareholders, name change for Companies, request Certificate of Incumbency, Registration of Charges and Stamped register for account.

- Set up new client accounts / Account Transitions: Ensure new client accounts are properly set up with brokers, custodians and administrators. Co-ordinate client cash and in-specie transitions into new segregated accounts and the funds. Reconcile cash and receivable accounts.

-All activities to external specialist companies, e.g. arranging notarized Certificate of Power of Attorney and for notarization in BVI and then for consularization in China Embassy, Board Resolutions and Agreements for Directors to sign off.

-To ensure all the fund admin functions are in order.

- Checking and ensure Payments instruction are in order.

**WORK  
EXPERIENCE**

**DBS Bank Ltd (From September 1999 to July 2011)**

**Department: Trustee**

**Position: Bank Executive B**

**Perform as a Fund Administrator, Escrow and Paying Agent for the funds managed**

**(Promoted from Bank Assistance to Bank Executive B)**

- Handling student tuition fees accounts for private educational organizations.
- Verification of processed student escrow confirmation and payments reports.
- Process student's withdrawals, ICA rejection forms and PEI's statutory declaration.
- Disbursement of Tuition Fees to Private Educational Organizations in accordance to the payment schedule.

**Manage the Trustee Fund of companies**

- Handle share ownership scheme and Company Staff Provident Fund
- Responsible for accuracy and integrity of the register of each fund maintained
- Process tax certificates and statement printing
- Review monthly statements
- Responsible for execution of the dividend and withdrawal payment as per resolution or agreement
- Handle enquiries from customers regarding the funds

**Perform as a Fund Administrator, Escrow and Paying Agent for the funds manager**

**(Promoted from Business Administrative to Bank Executive C)**

- Advise customer on the interest rate and payment date (SME)
- Monitor the payment date for each issue and ensure payment is process timely
- Handle Fixed Deposits placement. Advise customers on maturity of the Fixed Deposit and provide assistance on withdrawal or renewal of the deposit
- Ensure healthy cash flow position with forecast and close monitoring of incoming and outgoing funds

**Other Administrator role**

- Responsible for desktop and notebook resources for the department and password administration
- Responsible for good housekeeping discipline practiced by the department
- Fire Warden

**Page One Books Pte Ltd  
1998 to Oct 1999**

**Department: Receiving and Invoicing Dept**

**Position: Administrative Assistant**

- General administrative work (i.e. typing of letters, filing, chasing payment, photocopying lecture notes etc).
- Quotation, invoicing, typing and mailing of letters, etc.

## **EDUCATION**

**Specialist Diploma in Fund Management  
and Administration by Nanyang  
Polytechnic** - Apr 2015

**Certificate of Attendance in MS Office 97** - March 1998  
CAL Computer Training Centre

**GCE 'O' Level** - 1996

**GCE 'N' Level** - 1995

Serangoon Garden School

## **PC SKILLS**

Microsoft Word and Microsoft Excel.