

Chan Jia Yu

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14 September 1990

#### **ABOUT ME**

I have been in the trust and corporate fiduciary services industry for four years now todate. Since then, my interest has always been in the business development, wealth and corporate structuring space in providing the right solutions for clients. I enjoy meeting new people and building good rapport as I believe relationships is the key. I love outdoor and traveling too. Currently pursuing my LLB.

#### **SKILLS**

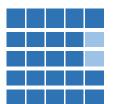
#### **PROFESSIONAL**



#### **PERSONAL**

SOCIAL
TEAM PLAYER
SELF MOTIVATED
ADAPTABILITY

COMMUNICATION



# **CHAN JIA YU**

# PRIVATE & CORPORATE CLIENT SERVICES

#### **EXPERIENCE**

(Jan 2016 – present)

#### FIRST NAMES GROUP, SINGAPORE

#### Client Relationship Associate / Trust & Corporate Officer

- Assist the director in drafting fee proposals for different types of cross border structures, including trust structures
- Attend client/intermediary meetings and networking events
- Develop and maintain excellent relationships with high net worth private and corporate institutional clients
- Maintain excellent relationships intermediaries (e.g., banks, law firms, tax advisors etc)
- Liaise with relevant parties to ensure the on-boarding documents are in order
- Handle compliance and client acceptance process
- Manage applications of business registration and updating of the statutory records and performing timely lodgments with Singapore Accounting and Corporate Regulatory Authority (ACRA) and/or offshore registry
- Incorporation of Singapore companies, preparing and drafting of board resolutions and minutes of meeting
- Assist in the establishment of new trust structures and transfer of existing trust structures
- Coordinate meetings for client with their preferred bank for account opening
- Manage the bank account opening process for the client and ensure all required documents and due diligence are in order for submission to the bank
- Attend to client enquiries and execute instructions promptly
- Maintain new business pipeline and prepare internal reports to keep track of new business revenue on a monthly basis
- Handle ad-hoc and other daily office administrative matters

(May 2012 - Dec 2015)

## VISTRA GROUP, SINGAPORE

# Business Development Executive (May 2013- Dec 2015) Business Development Role:

- Understand client requirements and acting as client key interface over initiation of clients' instructions
- Assist in drafting fee proposals for different types of cross border structures, including trust structures
- Coordinate meetings for client with their preferred bank for account opening
- Develop and maintain excellent relationship with client and intermediaries (e.g., banks, law firms, family offices etc)
- Arrange & attend client meetings, both local and overseas (i.e. Shanghai, Hong Kong, Taiwan, Jakarta)

- Facilitate presentations, both local and overseas (i.e. Shanghai, Hong Kong, Taiwan, Jakarta)
- Well-equipped with knowledge of Accounting and Corporate Regulatory Authority (ACRA) AML regulations and adhering to the requirements to achieve high compliance standards at all times

#### Client Servicing/Operations role:

- Facilitate client on-boarding process and coordinate documentations from client to ensure compliance with relevant rules and regulations
- Ensure promptness and efficiency in the on-boarding process
- Key point of contact for on-boarding matters, including communication with clients, intermediaries, internal operational and compliance team on anti-money laundering (AML) related matters to ensure completeness of due diligence and statutory documentations
- Assist in incorporation of Singapore and Offshore companies, including preparation of pre-incorporation documents and resolutions
- Manage the bank account opening process for the client and ensure all required documents and due diligence are in order for submission to the bank
- Receive and execute clients' instruction in a timely and accurate manner
- Close follow ups with counter-parts and/or intermediaries (e.g. banks, law firms, tax advisors, relevant authorities etc.) to ensure no delays in clients' request
- Keep high maintenance of client relationship
- Heavily involved in client on-boarding process planning
- Maintain new business pipeline and prepare internal reports to keep track of new business revenue on a monthly basis
- Provide assistance to newer associates, when needed

#### Management Trainee (1 Year Graduate Program in May 2012)

- Rotation between 6 departments to understand the operational aspect of the business and company in general, which includes the following departments:
- Corporate Secretarial
- Business Development Corporate Secretarial and Trust
- Trust Administration
- Offshore Incorporation Technical
- Offshore Incorporation Sales
- Provide fundamental support in all aspects of client service, client relationship building, portfolio maintenance and assist the business activities

#### **EDUCATION**

(2015-Present)

## BACHELOR OF LAW (LLB)

UNIVERSITY OF LONDON

Expected Graduation Date August 2018

(2007-2009)

### DIPLOMA IN RETAIL MANAGEMENT

TEMASEK POLYTECHNIC