

Hui Sin GOH (f)

- 04 Feb 1988
- Chinese
- Malaysian (Singapore Permanent Resident)
- Single
- sin_n0402@hotmail.com



Employment History

Portcullis (Singapore) Pte Ltd	Corporate Secretarial Assistant Corporate Secretarial Officer Senior Corporate Secretarial Officer Corporate Secretarial Executive	March 2011 – June 2011 July 2011 – April 2012 May 2012 – April 2015 May 2015 – July 2016
Portcullis Trust (Singapore) Ltd	Trust Administrator	July 2016 - present

Work Profiles & Community Services

- 1.1 Advise client on pre & post offshore incorporation matters including private companies registered in the BVI, Cayman Islands, Cook Islands, Mauritius, Samoa & Seychelles.
- 1.2 Handle and manage portfolios of high net worth individuals and families.
- 1.3 Handle full spectrum of corporate secretarial works (including nominee corporate director/shareholder services) - offshore companies set up; review & preparation of documents; drafting of resolutions; delivery of corporate documents to clients; maintenance of correspondence, corporate records & statutory registers.
- 1.4 Coordinate with Singapore/overseas offices/agents on pre & post offshore & onshore companies activities e.g. registration & renewal of companies' licences, annual/ad hoc filings with the relevant authorities.
- 1.5 Maintain corporate database including timely entry of client & corporate details in the customized software.
- 1.6 Ensure compliance with statutory & regulatory requirements, perform risk assessment & periodic review.
- 1.7 Ensure billing of time costs, collect payment timely, review fees & propose fee increase where appropriate.
- 2.1 Maintain & administer private trusts, including compliance, set-up, restructuring, infusion, distribution, acquisition/disposal of assets, account opening/maintenance, investments, trades, payments & termination.
- 2.2 Maintain & administer (including 1.1-1.7 above) asset holding companies & underlying companies of trust.
- 2.3 Liaise with clients, banks, accountants, auditors, tax agents, lawyers, in relation to trust & company activities.
- 2.4 Ensure appropriate consents / approvals are obtained for all transactions.
- 2.5 Ensure every transaction is properly & accurately accounted, documented & filed.
- 2.6 Perform annual trust & company reviews (including CDD, AML, FATCA & risk reviews).
- 2.7 Issue invoices – trust & company set-up fees, annual fees, time costs & disbursements.
- 3.1 Appointed by Group HR Director as coordinator of the Group's CSR events in year 2012 (re-appointed in years 2013–2016). Acting as main point of contact for the Group's community services, organizing & planning for the Group's monthly visits to Red Cross Home for the Disabled ("Home") & yearly X'mas party for the residents & staff of the Home), organizing fund raising events, calling for volunteers & etc.

Strengths and Skills

- Skilled in Microsoft Applications (Microsoft Words, Microsoft Excel, Microsoft Power Point)
- **Languages** (0 = Poor, 10 = Excellent)

Languages	Spoken	Written
Mandarin	9	9
English	7	7
Bahasa Malaysia	5	5

Summary Profile

- Patient, polite, quiet and able to deal with confidential information
- Average communication skills
- Strong time management, organizational, analytical & problem solving skills
- Meticulous, responsible, hard working, self-motivated & well-disciplined
- Able to prioritise & meet deadlines
- Work with little supervision, able work independently & work well as a team
- Keen to learn & desire to excel
- Attempt to go above & beyond what is required
- Maintain excellent attendance, committed to works, stay on track & focus on works
- Pursuing *The Singapore Association of the Institute of Chartered Secretaries and Administrators* qualification

Others:

- Reason for transfer : Career development program for employees – an opportunity to be part of Portcullis Trust (Singapore) Ltd (“PTSL”) was offered by the board of directors of Portcullis Group upon completion of the April 2016 performance appraisal. Officially transferred to PTSL as a Trust Administrator in July 2016.
- Reason for leaving : Change of environment – to explore more opportunities and broaden my skills
- Last Drawn Salary : around expected salary
- Expected Salary : min. SGD4,000
- Date of Availability : min. one month notice

Academic Background

N / A	Pursuing	<i>The Singapore Association of the Institute of Chartered Secretaries and Administrators (SAICSA) qualification International Qualifying Scheme (IQS), Professional Part II</i>
Liverpool John Moores University (<i>Liverpool, UK</i>)	June 2010 – Sep 2010	BA (Hons) Commerce → Class I
Kolej Tunku Abdul Rahman (<i>Kuala Lumpur, Malaysia</i>)	May 2008 – Jan 2010	Advance Diploma in Commerce (Business Management cum MAICSA International Qualifying Scheme (IQS), Professional Part I) → Graduate with Distinction → CGPA : 3.82 / 4.00 → Awarded Book Prize
Kolej Tunku Abdul Rahman (<i>Kuala Lumpur, Malaysia</i>)	May 2006 – May 2008	Diploma in Business Studies (Business Administration) → Graduate with Distinction → CGPA : 3.92 / 4.00 → Awarded Book Prize
S.M.K Sri Perhentian (<i>Johor, Malaysia</i>)	2003 – 2005	Sijil Pelajaran Malaysia (SPM) → 8A 1B

Subjects Learned

Basic Management Principles and Policies	Corporate Financial Management
Business Communication	Financial Accounting
Business IT & Application	International Marketing
Business Statistics	International Operations Management
Commercial Law of Malaysia	Malaysian Company Secretarial Practice
Company Law	Malaysian Taxation (Business & Personal)
Corporate Administration	Managing Information System
Corporate and Operation Management	Managing Projects
Corporate Governance	Strategic Human Resource Management