



Name: **Hong Huiying**

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Jalan Minyak

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Citizenship: Singaporean

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Career Objective

To apply what I have learnt in my past experience and excel in tasks assigned to me. This is to serve and participate in the organization's growth and success. I would also love to learn, grow and gain more experience. However, my main objective is to excel in my career.

Education

Jan 2010 – Jun 2011 **BMC International College**
LCCI Private Secretary Diploma

Jul 2002 – Jul 2003 **Nanyang Polytechnic**
Diploma in Marketing
Completed 1st year

Jan 1998 – Dec 2001 **Bowen Secondary School**
GCE 'O' Levels
Achievements: **Credits: 5**

Jan 1992 – Dec 1997 **Ang Mo Kio Primary School**
PSLE

Work Experiences

Mar 2015 – Present

TPS Corporate Services Pte. Ltd.

Client Management Executive

- Incorporation of Singapore Companies and Offshore Companies
- Maintaining records for Singapore Companies as well as Offshore Companies
- Completing KYC records for internal compliance
- Responsible for handling Corporate Secretarial work (i.e. drafting resolutions, updating registers of companies, lodgment with ACRA, E-Stamping)
- Handling phone calls and attend to clients' needs
- Preparation of Directors' resolutions, Annual General Meetings and Extraordinary Meetings
- Liaison between client and accountants/auditors/tax agent/bankers, etc.

Jul 2012 – Sep 2014

Rajah & Tann Singapore LLP

Corporate Services Assistant

- Incorporation of Singapore Companies
- Maintaining records for Singapore Companies
- Completing KYC records for internal compliance
- Responsible for handling Corporate Secretarial work (i.e. drafting resolutions, updating registers of companies using viewpoint and CAS system, lodgment with ACRA, E-Stamping)
- Handling phone calls and attend to clients' needs
- Preparation of Directors' resolutions, Annual General Meetings and Extraordinary Meetings
- Handle Citizenship / PR / EP / DP / Entrepass Application
- Liaison between client and accountants/auditors/tax agent, etc.

Jan 2011 – Jul 2012

Bensyl Consultancy Services Pte Ltd
Corporate Secretarial Admin Assistant

- Incorporation of Singapore Companies
- Maintaining records for Singapore and Offshore Companies
- Handling phone calls and attend to clients' needs
- Processing invoices
- Filing of invoices and other admin duties
- Preparation of Directors' resolutions, Annual General Meetings and Extraordinary Meetings
- Responsible for handling Corporate Secretarial work (i.e. drafting resolutions, updating registers of companies, lodgment with ACRA, E-Stamping)
- Liaison between clients and auditors

Mar 2010 –Dec 2010

Academy Video Productions Pte Ltd
Sales Administrator

- Handling of phone calls and customers' queries
- Processing invoices
- Managing customers' database
- Filing and documentation of invoices and other admin duties
- Market Research
- Simple accounting
- Handle EP / Work Permit application for recruitment
- Liaison between clients

Nov 2009 – Jan 2010

IPP Financial Advisers Pte Ltd
Admin Assistant (Temp)

- Handling phone calls and customers' queries
- Manage and update customers' database
- Filing of documents and other admin duties
- Assist Secretary in admin duties
- Completion of insurance application forms for clients / Insurance agents
- Assist clients in car and travel insurance
- Liaison between Insurance agents

Feb 2006 – Oct 2008

ComOffice Pte Ltd
Account Officer/ Customer Service Officer

- Handling phone calls and customers' queries
- Processing invoices
- Managing customers' database
- Filing of invoices and other admin duties.
- Involvement in yearly stock taking

Sep 2005 – Feb 2006

Cherry Mobile Pte Ltd
Sales Executive

- Handle walk-in customers' queries
- Promote Company's newly launched mobiles' plans, Cable TV plans and Internet plans
- Promote handphone accessories

Oct 2004 – Aug 2005

ComOffice Pte Ltd
Order Entry Clerk

- Processing of Invoices
- Answering of phonecalls
- Transferring of phonecalls
- Filing of Invoices and other admin duties

May 2004 – Sep 2004

Safe2Travel Pte Ltd
Customer Service Support (Contract)

- Handling of phonecalls
- Transferring of phonecalls
- Simple booking of air tickets
- Filing of documents and other admin duties

Competence & Skills

- Effectively bilingual
- Proficient in Microsoft Word, Excel and PowerPoint
- Knowledge in using Appac Software
- Basic knowledge in SAP Accounting Software
- Knowledge in iWorks Software
- Knowledge in Corporate Secretarial works
- Knowledge in using Viewpoint
- Knowledge in using CAS System

Strength

- Meticulous
 - Conscientious
 - Willingness to learn
 - Strong adaptability
 - Independent & team player
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Salary - Last drawn pay: S\$ 3,700
Expected Remuneration: S\$ 3,900 (Negotiable)

Date of Availability: 1 Month

References:

Lydia Looi

Client Management Manager
TPS Corporate Services Pte. Ltd.
Contact no. 6372-0092

Mastura Bte Maswari

Corporate Services Manager
Rajah & Tann Singapore LLP
Contact no. 6232-0247

Sylvia Chin

Manager
Bensyl Consultancy Services Pte Ltd
Contact no. 9368-7064