



**Chan Jia Yu**

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## ABOUT ME

I have been in the trust and corporate fiduciary services industry for four years now to-date. 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

CORPORATE SERVICES



TRUST SERVICES



KYC/CDD/AML



CLIENT RELATIONSHIPS



MICROSOFT OFFICE



### PERSONAL

COMMUNICATION



SOCIAL



TEAM PLAYER



SELF MOTIVATED



ADAPTABILITY



# 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