

## **MY RESUME**

NAME : CHEONG YIN YIN  
FIN NO. : S8156164H

### **CONTACT INFORMATION**

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### **Personal Particulars**

Age	: 36	Date of Birth	: 16 May 1981
Nationality	: Malaysian	Gender	: Female
Marital Status	: Married		

### **EDUCATIONAL BACKGROUND**

#### **Highest Education**

Level	: Diploma	Grade	: Pass
Field of Study	: Business		
Major	: Administration		
College	: Tunku Abdul Rahman		
Location	: Kuala Lumpur, Malaysia	Graduation	: May 2000

#### **Second Highest Education**

Level	: SPM	Grade	: Two
Field of Study	: Vocational		
Major	: Economy		
School	: Methodist Girls' School		
Location	: Ipoh, Malaysia		

## **EMPLOYMENT HISTORY**

1.

Company Name : **Vistra Services (Singapore) Pte. Ltd**  
Position Title : Assistant Manager, Corporate Secretarial  
Specialization : Secretarial  
Industry : Management Firm  
Date joined : 12 June 2014 Date left : 24 June 2017

### **Work Description :**

#### **Responsibilities :**

- Provide day-to-day support of corporate secretarial work for offshore companies including but not limited to prepare/review resolutions/relevant documents of Directors and Shareholders, striking off/liquidation and manage a portfolios for the entities of the following jurisdiction: British Virgin Islands, Seychelles, Cayman, Samoa, Panama, Anguilla and Bahamas.
- Handle wide spectrum of Corporate Secretarial work and attend to clients on Corporate Secretarial matters.
- Liase with and advise clients on compliance requirements, ie. annual compliance and ongoing company administration matters.
- Ensure corporate regulatory compliance with offshore jurisdictions and prescribed Due Diligence Know Your Client ("DDKYC").
- Oversee smooth operation of the team, functions as a reviewer and as well as monitoring of receivables.
- Provide supervision, coaching and guidance to the team members to serve clients professionally including review, coaching and staff development.
- Takes initiative in improving workflow and department's operations.

#### **Experiences :**

- Conduct DDKYC on clients from time-to-time.
- To cultivate client-centric culture within the team.
- Works closely with the Director of the Department and other team members

#### **Reasons for Leaving :**

- Looking for better professional growth and work opportunities.

## **EMPLOYMENT HISTORY**

2.

Company Name : **Genting Singapore PLC**  
Position Title : Senior Executive, Corporate Secretariat  
Specialization : Development and operation of integrated destination resorts  
Industry : Gaming, entertainment and hospitality  
Date joined : 16 June 2014 Date left : 7 October 2016

### **Work Description :**

#### **Responsibilities :**

- Ensure compliance with relevant statutory and regulatory requirements in Singapore
- Provide corporate secretarial services and support for Genting Singapore PLC:-
- Supporting Board/Committee meetings and Annual Reports preparation.
- ESOS (as Primary Officer) – Preparing ALA forms, liaising with relevant parties for confirmations and follow up including regulatory filings such as SGX.
- CRA notifications (as Covering Officer) – Preparing CRA notifications and submission to CRA.
- Perpetual capital securities (as Covering Officer) – Assisting with relevant documentation including SGX announcement.
- Provide corporate secretarial services and support for the entities in the following jurisdictions:-
- Primary: Hong Kong, Indonesia, Macau, Malaysia, Mongolia, Singapore, Thailand and Vietnam.
- Covering: Bermuda, Cayman, Genting Singapore PLC, Japan and United Kingdom.
- Includes liaising with external service agents, notary public, attend to filings, supporting, update and maintenance of statutory registers etc. and handling other requests from time to time.
- To assist in preparation of corporate secretariat budget.
- To do physical check, prepare and update master list on share certificates and common seals in the safe.
- To review payment requisitions.
- To upkeep housekeeping – scanning board resolutions for ERMS and check/update corporate profile.
- To handle administration queries and tasks as may be required.
- Preparation of departmental template as required - eg. corporate profile template.

#### **Experiences :**

- Involved and coordinating CRA, ESOS, PSS and share buy-back cancellation.
- Liase with Embassy of Mongolia for legalization of documents.
- Direct report to Legal Counsel.

#### **Reasons for Leaving :**

Looking for new challenges at work.

## **EMPLOYMENT HISTORY**

3.

Company Name : **Kinta Properties Holdings Sdn Bhd**  
Position Title : Company Secretarial Executive  
Specialization : Construction  
Industry : Properties Developer  
Date joined : November 2012      Date left : June 2014

### **Work Description :**

#### **Responsibilities :**

- Managing and administering corporate secretarial practices in compliance with the statutory requirements.
- Prepare pre and post, coordinate and attend Board of Directors' Meeting, Annual General Meetings and internal meetings.
- Preparation of resolutions, minutes of meetings, statutory documents, and other related documents.
- Ensure proper update and maintenance of the statutory records and secretarial documents.
- Formulating, advising and implementing policies and procedures to improve the overall efficiency of the secretarial department.
- Attend internal meeting and ad-hoc assignments as specified by HOD from time to time.
- Supervising and guiding subordinate(s) in performing their duties.
- Liaising with other internal departments and external parties such as CCM, auditors and lawyer.

#### **Experiences :**

- Arrange and coordinate for internal meeting, Board meeting and General Meeting.
- Experience in motivating, training and guiding supporting staffs.
- Conduct an interview with potential candidate.
- Direct report to Company Secretary.

#### **Reasons for Leaving :**

Change in career path and future development.

## **EMPLOYMENT HISTORY**

4.

Company Name : **Boardroom Corporate Services (KL) Sdn Bhd**  
Position Title : Company Secretarial Assistant  
Specialization : Secretarial  
Industry : Secretarial Firm  
Date joined : October 2009                      Date left : March 2012

### **Work Description :**

#### **Responsibilities :**

- Preparation of Notices of Meetings of the Board of Directors
- Preparation of Notices and minutes of Annual General Meeting
- Attend Board of Directors' Meeting, Audit Committees' Meeting, Annual General Meeting and Extraordinary General Meeting
- Drafting of routine resolutions and minutes
- Preparation and filing of the necessary statutory returns/documents with the Companies Commission of Malaysia ("CCM") as required by the Companies Act, 1965 ("Act"), Listing Requirement, Securities Commission and etc.
- Liaising with the government authorities such as CCM and Bursa Malaysia Securities Berhad, bank and legal officers in respect of the company's secretariat's issue and related matters
- Advise the management and board on matters pertaining to statutory compliance requirements as prescribed under the various statutes, in particular, the Companies Act, 1965
- Drafting of announcements to Bursa Malaysia, circulars to shareholders and such other requisite documentation relating to any corporate exercise
- Upkeep and maintenance of the various Registers and Statutory records as required under the Act
- To report on billing or collection or activity on portfolio of clients

#### **Experiences :**

- Handling on public listed company i.e. announcement, listing requirement, attending meetings and etc.
- Involving in preparation necessary application to Bank Negara Malaysia for issuance of Redeemable Preference Shares.
- Experience with Viewpoint software.

#### **Reasons for Leaving :**

Change in career path.

## **EMPLOYMENT HISTORY**

5.

Company Name : **Kuan Management**  
Position Title : Company Secretarial Assistant  
Specialization : Secretarial  
Industry : Management Firm  
Date joined : September 2007      Date left : September 2009

### **Work Description :**

#### **Responsibilities :**

- To ensure the necessary registers to be kept by the Companies Act are established and property updates and maintained;
- To ensure that all returns required to be lodged with the Register of Companies are prepared and filed within the appropriate time limit;
- To attend to the needs and requirements of the customers including the provision of certified true copies of documents, completion of forms and documents as may be requested by the customers;
- To prepare resolutions, necessary and relevant documents. Share certificates, and other incidental documents required by the customers and to follow up with such instructions and directions including filing of the signed copies into the minutes book and secretarial file;
- To assist customers in application of licenses and permits where relevant and if required to attend to queries from governmental bodies and to reply to such queries accordingly;
- To attend at government and/or customers' office if required for the purpose of obtaining or extraction of information, search files with regards to the instructions and directions of the customers of the Company;
- To coordinate with other colleagues to ensure proper compliances of the statutory requirements and be responsive to the request of the customers;
- Performs and manage with a full spectrum of admin functions such as taking minutes, drafting and typing of letters, email and memos, answering phones calls and attending to faxes, mail and courier services; and
- To ensure collection of fees for the work rendered.

#### **Experiences :**

- To assist Company Secretary in application and renewal of working permit in immigration department.
- Experience in application of personal tax registration with IRB.
- Direct report to Director

#### **Reasons for Leaving :**

Looking for career growth.

## **EMPLOYMENT HISTORY**

6.

Company Name : **Chan Chee Hong & Co. Sdn Bhd**  
Position Title : Company Secretarial Assistant  
Specialization : Secretarial  
Industry : Audit Firm  
Date Joined : June 2005                      Date Left : August 2007

### **Work Description :**

#### **Responsibilities :**

- Assist Company Secretary in corporate secretarial matters such as preparing resolutions, statutory forms and correspondence letters.
- Responsible to handle Offshore Incorporation Company's matter such like annual renewal and change of officers in the Company.
- To control the filing deadline of statutory documents, update disbursement, preparing invoices.
- Normal secretarial task i.e. preparing minutes, letters, arranging meetings, appointments, transportation and organize function of the Company.
- Responsible to the Company's trademarks i.e. search, registration, changes, renewal of trademark.
- Correspond with government department i.e. CCM, Stamping office, Trademark office and with Bank officers and Lawyers.

#### **Experiences :**

- Knowledge of reconstruction of the Company i.e. conversion of sole proprietorship to private company, capital reduction and liquidation.
- Preparing common resolutions and statutory forms via check list.

#### **Reasons for Leaving :**

For better career advancement opportunities and exposure.

## **EMPLOYMENT HISTORY**

7.

Company Name : **Rank Alpha Technologies Sdn Bhd**  
Position Title : Secretary  
Specialization : Secretarial / Administration  
Industry : Computer / Information Technologies (Software)  
Date Joined : February 2005      Date Left : June 2005

### **Work Description :**

#### **Responsibilities :**

- Secretarial function in arranging appointment, transportation, meeting, in between branch and main office.
- To draft minutes and follow up on the relevant matters in branch office.
- Dealing with office correspondence incoming and outgoing calls, faxes and documents.
- To provide general administrative support to the department such as filing and other clerical administration.
- Reporting and update to main office the activities in branch office.
- To assist in coordinating interviews and maintain database of job applicants.

#### **Reason for Leaving :**

Seeking for career advancement and to continue further study.



## **EMPLOYMENT HISTORY**

8.

Company Name : **One-Link Corporate Services Sdn Bhd**  
Position Title : Administrator cum Assistant Company Secretary  
Specialization : Administration and Secretarial  
Industry : Management Firm  
Date Joined : December 2002      Date Left : February 2005

### **Work Description :**

#### **Responsibilities :**

- Secretarial function in preparing the Company resolutions, statutory documents and forms with COSEC program.
- Correspondence with government department –KWSP, SOCSO, IRB, ROB and ROC.
- Responsibilities in general administrative works such like filing, arrange for job interview, incoming and outgoing calls and documents and familiar with office policies.
- Update Company's clients' accounts with UBS software, keep track on the clients' latest details, update records of disbursement, preparing invoices and chase outstanding amount.
- Keeping track and report to management on staff records such as leave, over time, time cost and allowance claim.
- Controlling Company's petty cash, issuing cheques and official receipts; and payment voucher.
- Follow up with the stock of materials purchased such as stationery, typewriter and others.

#### **Experiences :**

- Handle and dealing with clients in relation to the common secretarial matters and preparing personal tax computation.
- Provide management services i.e. business registration, changes in business and cessation of business, KWSP and SOCSO application and renewal of license.
- Knowledge of UBS accounting, payroll and stock control.
- Involved in Tax Audit Seminar.
- Strong experience with CCM filing procedures.

#### **Reason for Leaving :**

For growth and better opportunity.

## **EMPLOYMENT HISTORY**

9.

Company Name : **Smart Returns Sdn Bhd**  
Position Title : Office Assistant  
Specialization : Clerical / General Administration  
Industry : Construction / Building  
Date Joined : Mar 2002                      Date Left : Sep 2002

### **Work Description :**

#### **Responsibilities :**

- Preparing a correspondence letters on behalf of the Company.
- Keeping track on filing system and update records.
- Answering phone calls, faxes, data entry, filing and arrange for an appointment.
- Coping with photostat and fax machine and typewriter.
- Update and calculating the contract / sundry of workers' wages

#### **Reason for Leaving :**

Better challenges and job satisfaction.

## **SKILLS**

	<b>Years</b>	<b>Proficiency</b>
MS Office	> 8	Excellent
Secretarial, Management and Administration	> 8	Good

## **Language**

	Spoken	Written
Bahasa Melayu	Excellent	Excellent
Chinese	Good	Poor
English	Good	Good

## **Additional Information :**

To gain further exposure and experiences in order to build my career.

## **STRENGTHS :**

1. Honesty
2. Sense of responsibility
3. Hard working
4. Team player

## **Additional Skills :**

- Experience in MS Words, MS Excel, COSEC, ViewPoint and SAP.
- Knowledge in MS Power Point, MS Access, UBS and MS Dos.
- Knowledge of Companies Act, Income Tax Act, Labour Law, Unclaimed Money Act.
- Experience in personal tax computation.

## **Self-Advancement :**

- Pursuing part time in ICOSA course.

**Availability :** 3 July 2017

## **MISCELLANEOUS**

Current Salary	:	SGD4,000/-
Expected Salary	:	SGD4,500/-
Willing to Travel	:	Negotiable
Willing to Relocate	:	Will consider
Possess Own Transport	:	No

## **References :**

1.  
Name : **Albert Loo**  
Position : Assistant Director  
Company : Genting Singapore PLC  
Relationship : Assistant Director

2.  
Name : **Kuan Yok Teng**  
Position : Company Secretary  
Company : Kuan Management  
Relationship : Chartered Secretary / Director

3.

Name	:	<b>Ang Kah Cheng</b>
Position	:	Discipline Teacher
Company	:	Methodist Girls' School
Relationship	:	Discipline / Form Teacher