



**YONG LIH DIAN**

BLK 518 Bedok North Avenue 2 #08-175 Singapore 460518

+65 9384 5022

[eudorisrachel@gmail.com](mailto:eudorisrachel@gmail.com)

Singapore P.R. / Malaysian

### **Employment Histories and Experiences**

**Corporate Secretarial Senior Associate (1 July 2016 – 31 July 2017)**

**Intertrust Singapore Corporate Services Pte. Ltd.**

Last Drawn Salary: S\$3,500 per month

Reason for Leaving: Personal reasons

- Handling clientele of foreign companies and private companies
- Preparing/drafting the Directors' and Shareholders' Resolutions/Minutes of meetings
- Statutory lodgement with ACRA such as, routine changes of Directors/Shareholders' particular, incorporation, striking off, allotment of shares and transfer of shares (including stamp duty)
- Maintaining and updating the Register Books
- Monitor the deadlines for Annual General Meeting and other statutory returns
- Preparation of full XBRL financial statements and financial highlights
- Preparing and reviewing compliance documents or 'Know Your Clients'
- Preparation of Work Pass application, renewal and cancellation
- Attending, liaising and advisory with the clients and government authorities
- Work well within a team

**Corporate Secretarial Assistant (2 May 2013 – 31 December 2014)**

**Corporate Secretarial Senior (1 January 2015 – 31 March 2016)**

**Corporate Management Services Pte. Ltd.**

Last Drawn Salary: S\$3,000 per month

Reason for Leaving: To seek for better career prospect

- Handling clientele of sole-proprietor, foreign companies, private companies, BVI and Representative Office
- Preparing the Directors' and Shareholders' Resolutions
- Maintaining and updating the Register Books
- Monitor Annual General Meetings' and other deadlines and sending the reminder to clients as appropriate
- Statutory return with ACRA
- Preparing of documents for allotment of shares, transfer of shares, striking off documents and voluntary liquidation (ad-hoc basis)
- To process and review the compliance documents or 'know your client'
- Preparation of full XBRL financial statements and financial highlights
- Application of work pass application, renewal and cancellation
- Attending, liaising and advisory with the clients and government authorities

**Administrative Executive (5 November 2012 – 7 February 2013)**

**2L Interior Design & Construction Pte Ltd**

Last Drawn Salary: S\$2,000 per month

Reason for Leaving: To seek for corporate secretarial position

- Handling quotation for renovation works, issue invoices and purchase orders
- Responsible of monthly account and report to management.
- Liaison with the suppliers and sub-contractors

**Confidential Human Resource Assistant (14 March 2011 – 18 May 2012)**

**Hupsteel Limited**

Last Drawn Salary: S\$1,600 per month

Reason for Leaving: Pursued Degree studies at Liverpool John Moores University

- Responsible to both listed and subsidiaries benefit entitlements such as leaves, claims and trainings (approximately 170 employees).
- Preparing and consolidate the attendance report to the management in daily basis
- Arranging internal/external trainings.
- Liaison with corporate panel clinic and training provider.
- Update employees training records for statutory audit review.

**Education Histories**

**Chartered Secretaries Institute of Singapore (f.k.a. The Singapore Association of The Institute of Chartered Secretaries and Administrators (SAICSA))**

Graduateship No.: 6012186

**Liverpool John Moores University, United Kingdom**

Bachelor of Degree (Hons.) in Business Commerce (May 2012 – August 2012)

**Tunku Abdul Rahman College, Malaysia**

Advance Diploma in Business Management (May 2009 – January 2011)

**Tunku Abdul Rahman College, Malaysia**

Diploma in Business Administration (May 2007 – May 2009)

**Language and Written**

English, Chinese and Malay

**Skills**

Microsoft Word, Excel, Power Point and Outlook

Viewpoint

Full XBRL financial statements

**Expected Salary** : SGD 4,000 (negotiable)

**Availability** : 6 November 2017