

Bea, Boon Ping 马文彬

Gender : Male
Age : to be 30
Nationality : Malaysian/Singapore PR
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Reason of leaving

6.5 years experience as a corporate secretarial assistant in a same company seeking a better opportunity and good exposure to various challenges.

Education Level

ICSA professional qualification

Liverpool John Moores University- Bachelor Degree in Commerce (2nd upper Class holder)

KL Tar College- Advanced Diploma & Diploma in Business Management

Skills: Teamwork, Leadership, Good Time Management, Presentations, Problem-solving, Research and Analytical skills.

Employment Experience

Dec 2010-Present

Pro 1 Management Consultants Pte. Ltd. - Secretarial Assistant

6.5 years experience in various fields, including taxation, accounting and specialize in corporate secretarial. Familiar with Regulation and Compliance based on Companies Act Singapore as well as ACRA requirement. Related experience as follows:-

1. Managed a portfolio of more than 300 clients, from incorporation to striking off.
2. Able to advise client on those compliance matter, regulation or Companies Act changes and remind them on the filing due date.
3. Excel in preparing Full and Partial XBRL for filling of annual return under the new revised XBRL requirement under BizFin.
4. Assisted client in applying EP/S Pass/PR.
5. Prepared various Directors' Resolutions & Shareholders' Resolutions
6. Maintained statutory registers, minute book and other statutory records
7. Handled a lot of companies' accounts in different kind of business sector.

2006-2010 (part timer)

-Event Runner
-Promoter
-Contractor

Skills gained: Time management, communication skill and teamwork, handling crowd, event planning, creativity and discipline.

Personal Strengths

Good teamwork (organized various events)

Excel in Bizfile+ & BizFin^x revised XBRL preparation (Partial & Full)

Excel in Microsoft office application & knowledge in computer software.

Excellent oral and written Mandarin

Fluent in other spoken languages – English, Cantonese, Hokkien and Malay.

Affiliations

Auditor, Business Management Society, Tunku Abdul Rahman College

- Organized game events including introduction of MAICSA to new candidates.

Committee of Young Malaysians Movement in Alor Star, Kedah.

- Organized drawing competition which was held in Alor Star in 2006

Committee of Pertubuhan Gerakan Belia Bersatu Malaysia (GBBM) in Setapak, KL.

- Organized treasure hunt which was held in KL area in 2009.

Additional Info

SUMMARY OF EDUCATION:

Liverpool John Moores University, Liverpool, United Kingdom(Bachelor Degree in Commerce)

August, 2010

SIGNIFICANT COURSEWORK:

International Marketing

Human Resource Management

Project Management

International Operations and Management

Purchasing Strategy

SUMMARY OF EDUCATION:

Tunku Abdul Rahman College, Kuala Lumpur, Malaysia (Advanced Diploma in Commerce)

May, 2010

SIGNIFICANT COURSEWORK:

Malaysian Company Law

Law & Practice of Meeting

Strategic Management

Corporate & Operations Management

Financial Accounting

Malaysian Taxation

Corporate Government

Corporate Administration

Malaysian Company Secretary Practice

Advanced Malaysian Taxation

Corporate Financial Management

Date of availability: Immediately after notice period of 1 month