

# MICHELLE WONG CHUEN SHYA

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## OBJECTIVE

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A directorial position in corporate secretarial functions.

## CORE COMPETENCIES

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- ✓ More than 12 years of experience in corporate secretarial industry
- ✓ Capable of managing a team and fostering team work
- ✓ Highly motivated individual with excellent listening, verbal and written skills
- ✓ Able to work independently without supervision and great team player as well
- ✓ Positive, professional attitude with a commitment to excellence
- ✓ Approachable, receptive to new challenges and fast learner

## PROFESSIONAL EXPERIENCE

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Associate Director  
RHT Corporate Advisory Pte Ltd

Jun 2011 – Present

Oversee a team of corporate secretarial managers, supervisors and executives to service a portfolio of public listed, private, public un-listed companies and companies limited by guarantee, in accordance with regulatory requirements of Accounting and Corporate Regulatory Authority and Mainboard and Catalist Listing Rules of the Singapore Exchange Securities Trading Limited, including compliance with Code of Corporate Governance.

*Key Responsibilities:-*

### Management

- ✓ Managing my team's annual budget, monitor my team's billings and collections and assist in the sales and marketing function of the Company
- ✓ Building of my team's portfolio of clients and maintaining good working relationships with clients to ensure continual growth in terms of size of portfolio and revenue contribution
- ✓ Responsible for my team members' development progress and plan for their career path within the organization
- ✓ Responsible for establishment and review of corporate secretarial precedents and implementation of the same by way of system automation so as to enhance effectiveness and efficiency of the corporate secretarial team
- ✓ Conduct training and assist in organizing training for the corporate secretarial team in relation to Directors' duties, continuing obligations of public listed companies, corporate governance and listing manual

Corporate Secretarial

- ✓ Advise corporate clients on statutory compliance and listing requirements; and provision of corporate secretarial services
- ✓ Assist in organizing board and committee meetings, preparation of meeting agendas and materials
- ✓ Attend Directors', Board Committees' and Shareholders' meetings as well as taking of minutes at meetings
- ✓ Draft and release public announcements and disclosures over SGXNET
- ✓ Assist in drafting and submission of circulars to Singapore Exchange Securities Trading Limited
- ✓ Maintain and update statutory records, including preparation of circular resolutions and corporate governance reports
- ✓ Lodgment of necessary returns with Accounting and Corporate Regulatory Authority and Inland Revenue Authority of Singapore

Corporate Secretarial Manager  
KhattarWong / KW Corporate Advisory Pte Ltd

Feb 2006 – Jun 2011

Manage a team of corporate secretarial executives and service a portfolio of public listed and private companies, in accordance with regulatory requirements of Accounting and Corporate Regulatory Authority and Singapore Exchange Listing Rules, including corporate governance compliance.

*Key Responsibilities:-*

Corporate Secretarial

- ✓ Provide corporate secretarial support to corporate clients through liaison with clients and understanding their requirements
- ✓ Assist in organizing board and committee meetings, preparation of meeting agendas and materials
- ✓ Attend Directors', Board Committees' and Shareholders' meetings as well as taking of minutes at meetings
- ✓ Draft and release public announcements and disclosures over SGXNET
- ✓ Assist in drafting and submission of circulars to Singapore Exchange Securities Trading Limited
- ✓ Maintain and update statutory records, including preparation of circular resolutions and corporate governance reports
- ✓ Lodgment of necessary returns with Accounting and Corporate Regulatory Authority and Inland Revenue Authority of Singapore

- ✓ Conduct training for directors and key executives of public listed companies in relation to Directors' duties, continuing obligations of public listed companies and listing manual
- ✓ Assist in organizing directors' and key executives' training for public listed companies

*Reason for Leaving: Resigned to join RHT Corporate Advisory Pte Ltd*

Corporate Secretarial Associate Feb 2005 – Jan 2006  
Kon Choon Kooi Pte Ltd (n.k.a KCK Corpserve Pte Ltd)

Appointed as Corporate Secretarial Associate to manage and service a portfolio of public listed and private companies, in accordance to requirements of Accounting and Corporate Regulatory Authority and Singapore Exchange Listing Rules. Assisted in ad-hoc IT projects and applications for employment pass.

*Key Responsibilities:-*

Corporate Secretarial

- ✓ Provided corporate secretarial support to corporate clients through liaison with clients and understanding their needs
- ✓ Maintained and updated statutory records, including preparation of circular resolutions, agendas and minutes of meetings
- ✓ Released public announcements and disclosures to Singapore Exchange Securities Trading Limited
- ✓ Lodgment of returns with Accounting and Corporate Regulatory Authority
- ✓ Electronic stamping of transfer forms with Inland Revenue Authority of Singapore

IT/Administrative

- ✓ Responsible for database maintenance to improve work procedures and operations
- ✓ Involved in the design and implementation of Employee Share Option Scheme system

*Reason for Leaving: Resigned to join KhattarWong*

Corporate Secretarial Executive (Contract) Jun 2003 – Jul 2004  
HLB Loke Lum & Partners Pte Ltd

Appointed as Corporate Secretarial Executive to manage and service a portfolio of corporate clients, in accordance to requirements of Accounting and Corporate Regulatory Authority. Responsible for ad-hoc IT revamp projects and development.

*Key Responsibilities:-*

Customer/Working Relations

- ✓ Provided corporate service support to corporate clients through liaison with clients and understanding their needs
- ✓ Used strong listening and verbal skills to communicate with clients from diverse background, local and overseas
- ✓ Established excellent working relationships with fellow colleagues and corporate clients

IT/Administrative

- ✓ Executed high volume of corporate secretarial duties involving time constraints
- ✓ Prepared weekly summary reports for management reporting on a weekly basis
- ✓ Responsible for database maintenance and IT development to improve work procedures and operations
- ✓ Self taught Viewpoint application software and train colleagues on IT applications

*Reason for Leaving: Contract ended*

IT Consultant

Dec 2000 – May 2003

Central Provident Fund Board

Promoted to IT consultant to manage entire SDLC in various projects to ensure functionality of mainframe applications. Communicate effectively to develop strong user relationship and provide systems as well as programming support in the insurance scope.

*Key Responsibilities:-*

Management

- ✓ Appointed as Project leader in various projects in the Insurance scope
- ✓ Involved in planning and budgeting of project resources to enhance efficient resource allocation
- ✓ Oversaw departmental coordination and staff supervision to ensure completion of projects involving budgetary and time constraints
- ✓ Conducted technical presentations to upper management with clarity and confidence

Systems Analysis and Development

- ✓ Gathered user requirements by understanding the context of user problems and evaluating their business strategies, application usage and priorities
- ✓ Completed projects within stipulated time constraints through intensive involvement in systems analysis, programming, testing, implementation and post-implementation monitoring

- ✓ Recommended, designed and implemented system upgrades which meet users' requirements
- ✓ Provided excellent user support by resolving user queries and problems efficiently and effectively

#### Technical Writing

- ✓ Proficient in QMS documentation to track progress of projects effectively
- ✓ Developed program/system specifications involving time constraints to implement stipulated user requirements
- ✓ Facilitated user reference through comprehensive documentation of system upgrades and user manuals

#### Quality Assurance

- ✓ Appointed as Internal QMS Auditor to carry out IT audit and advocate proper documentation and quality system implementation
- ✓ Conducted program/system/inter-system testing to ensure quality

#### Personnel/Administrative Skills

- ✓ Participated actively in organizational activities and Work Improvement Teams to improve work procedures and operations
- ✓ Co-ordinated organizational activities to promote interpersonal relationship and boost staff morale
- ✓ Assisted in administration of orientation and training of new staff
- ✓ Scheduled meetings and recorded minutes of meetings effectively

*Reason for Leaving: Position did not allow me to capitalize on my best talents i.e. communication and interpersonal skills.*

## **PROFESSIONAL AND ACADEMIC QUALIFICATION**

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Institute of Chartered Secretaries and Administrators (ICSA) qualification (2012)

– Passed all modules on first attempt

Singapore Association of The Institute of Chartered Secretaries and Administrators

Master of Business in Information Technology with Distinction (2003)

Curtin University of Technology, Australia

B.Sc.(Merit), Economics with minor in Computer & Programming Applications (1998)

National University of Singapore

NCC International Diploma in Computer Studies (1995)

Informatics Computer School, Singapore

## AWARDS AND APPOINTMENTS

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2015-2016	Qualified Individual RHT Corporate Advisory Pte. Ltd.
2003	Internal QMS Auditor Central Provident Fund Board
2002	Sub-Committee Member Staff Recreation Club, Central Provident Fund Board
2002	Awarded Silver Award for Presentation at NQCC Spring Singapore
2001	Awarded Gold Award for In-house WIT Presentation Central Provident Fund Board
1996–1997	Committee Member The Linguistics Society, National University of Singapore
1992	Awarded Certificate of Commendation for active participation Chinese Drama Society, Tampines Junior College
1991–1992	Committee Member Chinese Drama Society, Tampines Junior College
1991	High Jump (School Level) Tampines Junior College
1988-1990	High Jump (School Level) St. Joseph's Convent
1989-1990	President Computer Club, St. Joseph's Convent