

## **CURRICULUM VITAE**

### **PERSONAL DETAIL**

Name : Nelson Lee Yong Sin  
Gender : Male  
Nationality : Malaysian / Singapore P.R.  
Age : 36  
Marital Status : Married  
Residential Address : Blk 232 Yishun St 21 #03-550 Singapore 760232  
Contact No. : 02-9273 2053  
Email address : lee\_fei333@hotmail.com

### **EDUCATION**

#### **Professional**

Institution : Malaysian Institute of Chartered Secretaries & Administrators (MAICSA)  
Designation : Associate Member of MAICSA  
Year of Admission to : 2006  
Graduation

#### **Advance Diploma**

College : College Tunku Abdul Rahman, Malaysia ("TARC")  
Course Attended : Advance Diploma In Business Commerce (Business Management)  
Grade : Pass  
Year of Graduated : March 2003

#### **Diploma**

College : TARC  
Course Attended : Diploma In Business Studies (Business Administration)  
Grade : Merit  
Year of Graduated : March 2001

### **WORKING EXPERIENCE**

#### **For the period from June 2011 to current**

Name of Company : Rodyk & Davidson LLP  
Nature Business : Law Firm  
Position : Senior Corporate Secretarial Executive

**Job scope and responsibilities:-**

- Setting up of companies, representative offices and branches incorporated or registered in Singapore.
- Drafting of minutes and resolutions of members and directors.
- Preparing the meeting paper and attendance at the Board of Directors, Audit Committee, Nominating Committee, Remuneration Committee and Shareholders' meetings of listed company and draft minutes thereof.
- Preparing of corporate secretarial documents and filing all the statutory returns and documents with the ACRA/SGX-ST to comply with the provisions of Company Act, Cap. 50. and Listing Manual.
- Drafting and releasing of announcements via SGXNet.
- Advising clients on corporate secretarial matters.
- Attending and provide support and data to the external auditors during the annual statutory audit on the client's statutory records.
- Ensuring all corporate secretarial records are kept properly and updated accurately in the statutory registers.
- Providing assistance/support to senior management/legal counsel.
- Input, update and maintain 'Viewpoint' database records.
- Performing routine administrative duties such as filing, updating, billing, redirection of mails etc.

**For the period from April 2006 to May 2011**

Name of Company : Tricor Singapore Pte. Ltd.  
Nature Business : Management Firm  
Position : Senior Associate (Corporate Secretarial)

Job scope and responsibilities: As same as current job and the following ad hoc assignment:-

- Performing scrutineering job and proxy verification.
- Assisting client in employment pass application.

**For the period from August 2003 to 31 March 2006**

Name of Company : East Plan21 Pte Ltd  
Nature of Business : Sales of all kind of aluminum doors and glass film products  
Position : Administrative cum Sales-Coordinator

Duties and responsibilities at East Plan21 Pte Ltd:-

- Assisted directors to carry out all kind of administrative works
- Attended to customers inquiries
- Prepared quotation and generate sales
- Take necessary action for credit control

*Curriculum Vitae*  
*Nelson Lee Yong Sin*

**OTHER INFORMATION**

|                       |                      |
|-----------------------|----------------------|
| Current salary        | : S\$5,650 per month |
| Notice period require | : 2 months           |
| Expected salary       | : S\$6,000 per month |