CHEW YIK MING

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| **25 Lorong Maarof Bangsar, 59000 Kuala Lumpur ǀ Tel: 012 – 3912998 ǀ eeedddmmm999@gmail.com** |

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Objective

* Critical thinking and goal orientated Honour Graduate seeking for a career advancement opportunity in the legal field, with the desire to learn and adopt new skill, knowledge and experience to complete all the task assigned by the company.

Education

* **Bachelor's Degree in Law (LLB)**
  + Brickfield Asia College – First and Second Years Transfer Program
  + University of Northumbria, United Kingdom – Final Year
    - Second Class (Upper) Honour 2014
* **ICSA**
  + Duly completed since August 2017
* **Certificate in Legal Practice**
  + In the midst of pursuing for the Certificate in Legal Practice

Professional experience

* **Law Firm (KB Chua & Co)**
  + ***Internship ----------------------------------------------------------------- 1 months***
    - Assist in the preparation and amendment of legal documents (Conveyancing and Charges Documents)
    - Legal research
    - Attend to any ad hoc needs of the lawyer
* **Xerox Business Services Malaysia Sdn Bhd**
  + ***Fraud Prevention Advisor -------------------------------------------- August 2015 – December 2015***
    - Top scorer during the Batch 6 training assessment and one of the top junior specialist in the month of November for the assigned team.
    - Monthly Salary + Allowance – RM3000 + RM500
    - Analyst role in relation to banking and finance related service
    - Operating via SAP system
    - Responsible for the fraudulent analysing process of the client's company - Apple Inc
    - Dealing with orders from multiple countries (JAPAC and ANZ)
    - Review and analyse any suspicious orders and transaction specifically generated from the Apple's Fraud Detection System
    - Undergone due diligence on the research and analysis on the transaction (including reaching out to the bank and customer) in order to achieve a sound and responsible judgment and decision on the transaction in hand
    - Undertaken heavy responsibilities in completing the assigned works as any slight mistake in the reviewing process may resultant in severe losses to the client company.
    - Work and cooperate as a team to ensure more informed and better results be achieved so as to minimise any losses that could be resulted to the client company.
    - Train, review, reanalyse and feedback on previous order and transaction in order to detect any new fraud trend
* **Tricor Corporate Services (Malaysia) Sdn Bhd**
  + ***Assistant Associate -------------------------------------------- March 2016 – May 2017***
    - Monthly Salary – RM2450
    - Advisory role in relation to the compliances of the client’s company to the Companies Act 2016, Listing Requirement of Bursa Securities Malaysia Berhad and Malaysia Code of Corporate Governance
    - Ensure strict compliance by the client’s company to the statutory requirement and any deadline thereto
    - Establish communication between the client’s company and third parties (inter alia Public Authority, Bank officer, Legal Practitioner, Auditor)
    - Attend Board’s Committee’s Meeting, Board of Directors’ Meeting and Shareholders’ Meeting and assist in the preparation of the Meeting Paper and Minutes of Meetings thereto
    - Undertake any assignment on the incorporation of new Company
    - Assists in the arrangement for stamping and attestation of documents
    - Review and analyse on any ambiguous legal provision
    - Ensure the proper maintenance of statutory books and any statutory records
    - Ensure that all assignments are properly billed and liaise with client’s company in relation to the outstanding payment or any necessary adjustment to the fee
    - Undertake any ad hoc request from the client, including the legalisation of identification document with the China Embassy
    - Work and cooperate as a team to an operation with utmost efficiency
    - Actively assist the organisation of any corporate event

Language and skill

* Capable of converse and write in Bahasa Malaysia, English and Mandarin
* Capable of converse in Cantonese
* Proficient in operating Word, Excel, Power Point, Microsoft Office and SAP