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| |  | | --- | |  | | **Karlyn Neo** **Office Manager (1 year 6 months) ASK Capital Management Pte Ltd** | |
|  |  |
| (+65) 97959494 | liminamie@hotmail.com | SGD 4,600 | |

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| **Experience** |  |  |
| 13 years of total experience | | |
| Feb 2016 - Present (1 year 6 months ) | **Office Manager** ASK Capital Management Pte Ltd | |
|  | Industry | Banking / Financial Services |
|  | Specialization | Secretarial/Executive & Personal Assistant |
|  | Role | Management |
|  | Position Level | Manager |
|  | Monthly Salary | SGD 4,188 |
|  | - Managing entire office administration for ASK Capital Management;   -Liaison and management of all office related suppliers, vendors and service providers;  -Develop and implement new administrative systems, such as record management; recording office expenditure and managing the budget;   -Maintain supplies of stationery and equipment;  - Taking minutes of meetings, writing reports for senior management and preparing presentations;   - Responding to customer enquiries and complaints;   - Prepare financial reports including cash flow statements (summary and detail), budgets;  Prepare, review invoices / vouchers;   - Maintain and reconciles bank accounts;   - Report all tax related expenses and pays quarterly and annual payments;   - Provide support for all fund compliance matters;   - Arrange and track travel and accommodation for senior executives;   - Streamline operational procedures and reporting to head office. | |
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| Dec 2009 - Feb 2016 (6 years 2 months ) | **Administrator** Marina Bay Sands Pte Ltd | Singapore, Singapore | |
|  | Industry | Hotel / Hospitality |
|  | Specialization | Clerical/Administrative Support |
|  | Role | Administrative Executive |
|  | Position Level | Senior Executive |
|  | Monthly Salary | SGD 3,450 |
|  | Responsibilities  • Maintains tracking record of all recruitment activities to ensure that all resumes received are accorded with appropriate replies and Hiring Schedule tacked • Ensures that all new team members are given the appropriate welcome, orientation program and kit. • Maintains personal files of individual team members within the Guest Services section. • Be responsible for all administrative functions of the department. • Handles and maintains confidential documents and general correspondence in a professional manner with strong ethical values. • Assists the manager in preparing meeting materials, presentation slides and spreadsheets where required. • Assists in taking minutes and preparation of department’s monthly reports. • Organizes and stores paperwork, documents and computer-based information in a reliable and robust method. • Manages the department’s procurement and budget for stationery, pantry supplies, office furniture inventory management, etc. • Assists in HR matters such as maintaining department’s staff records on annual leave, medical leave, staff benefits, administer payroll system, etc. • Provides full PA and secretarial services to the manager, including the preparation of correspondence, screening of telephone calls and organizing appointments. • Maintains strict confidentiality at all times on all matters. • Schedules meetings, prepares meeting materials and minutes for manager and makes record in electronic calendar. • Maintains filing and tracing system for the department. • Produces inter-department correspondence, announcements and reports as required by the Manager. • Manages files, reports, letters, memos and other relevant business documents. • Handles and stores the department stock/stationery according to stock control procedures. • Fully in charge of briefing new comers, assist them with basic set up. • Personal Action form for all Team Member such as Salary Adjustment, Promotion, Termination, resignation etc. • Supervise Interns | |
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| Jul 2007 - Oct 2009 (2 years 3 months ) | **Client Services Executive** Right Management Singapore Pte Ltd | Singapore, Singapore | |
|  | Industry | Consulting (Business & Management) |
|  | Specialization | Clerical/Administrative Support |
|  | Role | Administrative Executive |
|  | Position Level | Senior Executive |
|  | Monthly Salary | SGD 2,300 |
|  | Responsibilities   • Online central booking of rooms • Main Line Phone Reception • Check mailbox and Distribution of mails • Arrange Local and Overseas Courier Services • In Charging of Ordering of Stationery, Water Supply,Groceries • Organise Employee’s birthday celebration • Order processing of gifts to clients and employees for special events • Travel bookings for employees and overseas visitors – Corporate Travel • Collection and distribution of air tickets, hotel vouchers and etc • Purchase travel insurance (ad-hoc and regular) • Update company employees' contact list and related distributions • Peoplesoft time tracking system - Create project billing, costing and assign members • Prepare Career Transition candidate packages for new programs • Printing of business cards for employees and associates • Arrange equipment vendors for servicing and repairs • Setting up Live Conference Meeting for internal staffs • Create Slide Show for TV • Doing Power Point Slides for Managing Director and CFO. • Ensure cleanliness of customer platform and computers are switched off ( especially Pantry area) • Source for Corporate Hotel rates | |
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| Sep 2005 - Jul 2007 (1 year 10 months ) | **Administrator** Borneo Motors (S) Pte Ltd | Singapore, Singapore | |
|  | Industry | Automobile / Automotive Ancillary / Vehicle |
|  | Specialization | Clerical/Administrative Support |
|  | Role | Administrative Executive |
|  | Position Level | Junior Executive |
|  | Monthly Salary | SGD 2,000 |
|  | Responsibilities  o Keying Data Base of Finance & Insurance o Answering Finance’s director phone call o Assist Secretary o Help to handle walk in customers when secretary is on leave o Keying Credit Control Invoices on daily basics o Ordering of Ice Mountain Water for Finance Dept o Ordering of Stationery o Retrieving mail for department o Sending mail out | |
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| Jun 2004 - Sep 2005 (1 year 3 months ) | **Administration Assistant** Jurong Consultant Pte Ltd | Singapore, Singapore | |
|  | Industry | Architectural Services / Interior Designing |
|  | Specialization | Clerical/Administrative Support |
|  | Role | Administrative Executive |
|  | Position Level | Junior Executive |
|  | Monthly Salary | SGD 1,200 |
|  | Responsibilities  o Processing of document  o Sending of mail to all department  o Faxing of document / clearing of all fax and filing of document  o Keying of data entry  o Retrieving of mails  o Covering duties for secretary  o Organizing of file, for the benefit of all staff  o Printing of all drawing for project team  o Ensuring of Paper for all photocopier machine in the office | |
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| **Education** | | |
| 2014 | **BMC international College** Diploma in Secretarial | Singapore | |
|  | Major | LCCI Private Secretary diploma |
|  | Grade | Pass/Non-gradable |
|  | Total 4 modules:  RESULTS  Text In Production - Pass with Distinction English for Business - Pass with Distinction Business Principle and Practice - Pass with Merit Business Administration - Pass | |
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| **Skills** | | |
| Intermediate | SAP Knowledge, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Word, Ariba, Salesforce. | |
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| **Languages** | | |
| *Proficiency level: 0 - Poor, 10 - Excellent* | | |
| Language | Spoken Written | |
| English (Primary) | 8 8 | |
| Chinese | 8 8 | |
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| **Additional Info** | | |
| Expected Salary | SGD 4,600 | |
| Preferred Work Location | Anywhere in Singapore | |
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| **About Me** | | |
| Gender | Female | |
| Age | 31 | |
| Address | Blk 541 Ang Mo Kio Ave 10, 560541, Singapore, Singapore | |
| Nationality | Singapore | |
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