

**CURRICULUM VITAE**

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NATIONALITY : Singaporean

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SHORTHAND/TYPING SPEED : 100WPM / 80WPM

LANGUAGE/DIALECT SPOKEN : English and Chinese/Cantonese, Hokkien and Teochew

RELIGION : Christian (New Creation Church)

DRIVING LICENCE : Class 3

PROFESSIONAL QUALIFICATION : GCE ‘O’ – credit in English, Chinese, Literature, Geography and Science

Private Secretarial Certificate (PSC – Diploma)

Electric Typewriting Certificate

**Certificate of Merit in Microsoft Excel 2000, PowerPoint, Word and Lotus Notes**

**Certificate in Human Resource Management** – Manpower Planning, Recruitment & Selection, Compensation & Benefit, Performance Management, Learning & Development, Career Management, Discipline, Grievance Handling & Exit Procedures

**Certificate for Employment Intermediaries (CEI) –** Work Injury Compensation Act, Employment Act, Work Pass Framework, Employment of Foreign Manpower Act, Work Pass/Employment Pass online access system and Immigration Act

**Certification in Process Payroll –** Labour Laws & Payroll, Overview of Pay Structure, Payment & Legal Compliance, Payroll Calculation Methods

**EXPERIENCED:-**

Mar 2016 – Current **CYRUS GLOBAL MANAGEMENT PTE LTD – (Investment Holding Com)**

**OFFICE MANAGER CUM EXECUTIVE ASSISTANT TO CHAIRMAN**

**Give support to future newly office set-up**

**Office and Inventory Management**

* Responsible for the overall administration of office (building management, car parking, access card, vendors’ management, etc)
* Manage all confidential documents and in-charge of documents room system
* Manage the office space and facility needs to support business growth and development; interacting with Landlord to ensure proper management of company facilities and build-up
* Interact and work closely with Lawyer and Secretariat in getting the company registered with ACRA
* Coordinating with main-contractor in building up office; apply for various permit and approval from Building Management and Statutory board
* Work with COO, CFO and General Counsel in office budgeting; BCP as well as compliance
* In-charge of year-end retreat/offsite programme
* Office supplies management including fitting and fixtures, pantry and stationary management
* Management of the office administration budget
* Management of internal and external service providers to ensure business needs are met
* Manage and coordinate functions and activities
* Negotiate for competitive terms of Lease Agreement, maintenance contracts and insurance contracts in the best interest of the company
* Welcoming guests and taking charge of reception area
* Manage Receptionist and oversees Executive Assistant
* Develop Standard Operating Procedures (SOP) in procurement, office inventory and all administrative processes
* Credit card management
* Office equipment maintenance and negotiation of contracts

**Human Resource**

* Responsible for Health & Safety, Office Security, Facilities Environmental Compliance
* Procedure for relocation, moves and changes
* Review employment pass, visa registration, and cessation of employment, staff relocation, overseas and local temp lodging for staff
* Hiring new staff as required, ensuring adequate cover during leave periods and raising any issues to management as required
* Assisting new hire induction, workstation, IT and phone system set up
* Review and co-ordinate payroll
* Negotiation of Medical insurance coverage for all employee
* Ensure compliance of HR policies and procedures within MOM requirements
* Leave management

**Business Support**

* Supervision of support staff to ensure smooth delivery of operations
* Ad-hoc office admin projects as delegated by employer
* ExtensiveTravel and hotel management
* In charge of logistics for Conferences, Meetings and Exposition
* Manage and coordinate functions and year end company activities
* Negotiation of hotel and apartment corporate rate

**Finance**

* Review expenses relating to office admin functions to ensure appropriateness and accuracy of charges
* Review all expense vouchers prepared and ensure all expenses are in line with the company’s expense policy before approval for payment
* Accounts Payable and Receivable, Petty-Cash, review expenses claim, etc
* Liaison with auditors and government bodies to ensure compliance with corporate policies and local laws and regulations
* Co-ordinate with auditors on financial year audit

May 2014 – August 2015 **FINMECHANICS PTE LTD (Oversees newly office set-up/relocation)**

**ADMIN MANAGER CUM EXECUTIVE ASSISTANT – Report to CEO**

**Office and Inventory Management**

* Responsible for the overall administration of office (building management, car parking, access card, vendors’ management, etc)
* Manage the office space and facility needs to support business growth and development; interacting with Landlord to ensure proper management of company facilities and build-up
* Coordinating with main-contractor in building up office; apply for various permit and approval from Building Management and Statutory board
* Develop Standard Operating Procedures (SOP) in procurement, office inventory and all administrative processes
* Office supplies management including fitting and fixtures, pantry and stationary management
* Management of the office administration budget
* Negotiate for competitive terms of Lease Agreement, maintenance contracts and insurance contracts in the best interest of the company
* Office equipment maintenance and negotiation of contract
* Co-ordinate with Company Secretariat on AGM and Resolution
* Taking charge of company year-end corporate meet/offsite programme
* Welcoming guests and taking charge of reception area

**Human Resource**

* Responsible for Health & Safety, Office Security, Facilities Environmental Compliance
* Contact for queries and transactions on HR routine for employees
* Ensure compliance of HR policies and procedures within MOM requirements
* Manage HR operations including talent acquisition in cross border, performance and leave management, etc
* Assisting induction of new hire; workstation, IT and phone system set up
* Review and co-ordinate payroll with outsource vendor on a monthly basis
* Managing share services for expatriate long and short term housing and lease management, relocation etc
* Hiring new staff and contingent labour ensuring adequate cover during leave periods and raising any issues to management as required
* Negotiation and taking charge of Medical insurance for all employees

**Business Support**

* Complex travel management
* Management of internal and external service providers to ensure business needs are met
* Manage and coordinate functions and year end company activities
* Ad-hoc office admin projects as delegated by employer
* Negotiation of hotel and apartment corporate rate
* Overall in charge of mobile application and termination
* Research into portfolio companies Financial Statement on Bloomberg, Reuters and approved platform
* Providing full admin support to all Consultants, personal and official (50 pax)

**Finance**

* Monthly time sheet and invoicing
* Review expenses relating to office admin functions to ensure appropriateness and accuracy of charges
* Liaison with auditors and government bodies to ensure compliance with corporate policies and local laws and regulations
* Review all expense vouchers prepared and ensure all expenses are in line with the company’s expense policy before approval for payment
* Petty cash management, Accounts Payable and Receivable
* Co-ordinate financial year audit of company account
* Opening of bank account and taking charge of bank mandate for Directors

Current Drawn: $6,000 x 12 months

June 2010 – Sept 2013 **ARTHA CAPITAL SINGAPORE PTE LTD – (Hedge Fund)**

**EXECUTIVE ASSISTANT/ADMIN MANAGER – Support 6 Analysts, 1 Portfolio Manager, 2 Traders**

**Oversees newly office set-up/relocation**

**Office and Inventory Management**

* Responsible for the overall administration of office (building management, car parking, access card, vendors’ management, etc)
* Manage the office space and facility needs to support business growth and development; interacting with Landlord to ensure proper management of company facilities and build-up
* Interact and work closely with Lawyer and Secretariat in getting the company registered with ACRA
* Coordinating with main-contractor in building up office; apply for various permit and approval from Building Management and Statutory board
* Work with CFO and General Counsel in office budgeting; BCP as well as compliance of procurement policies
* In-charge of year-end retreat/offsite programme
* Office supplies management including fitting and fixtures, pantry and stationary management
* Management of the office administration budget
* Management of internal and external service providers to ensure business needs are met
* Manage and coordinate functions and activities
* Negotiate for competitive terms of Lease Agreement, maintenance contracts and insurance contracts in the best interest of the company
* Welcoming guests and taking charge of reception area
* Manage Receptionist, Executive Assistant and office cleaner
* Develop Standard Operating Procedures (SOP) in procurement, office inventory and all administrative processes
* Credit card management
* Office equipment maintenance and negotiation of contracts

**Human Resource**

* Responsible for Health & Safety, Office Security, Facilities Environmental Compliance
* Procedure for relocation, moves and changes
* Review employment pass, visa registration, and cessation of employment, staff relocation from USA, China and India and local temp lodging for staff
* Hiring new staff as required, ensuring adequate cover during leave periods and raising any issues to management as required
* Assisting new hire induction, workstation, IT and phone system set up
* Review and co-ordinate payroll
* Negotiation of Medical insurance coverage for all employee
* Ensure compliance of HR policies and procedures within MOM requirements

**Business Support**

* Research reports through ISI platform
* Supervision of clerical support staff to ensure smooth delivery of operations
* Ad-hoc office admin projects as delegated by employer
* Travel and hotel management
* In charge of logistics for Conferences, Meetings and Exposition
* Manage and coordinate functions and year end company activities
* Negotiation of hotel and apartment corporate rate

**Finance**

* Review expenses relating to office admin functions to ensure appropriateness and accuracy of charges
* Review all expense vouchers prepared and ensure all expenses are in line with the company’s expense policy before approval for payment
* Accounts Payable and Receivable, Petty-Cash, review expenses claim, etc
* Liaison with auditors and government bodies to ensure compliance with corporate policies and local laws and regulations
* Co-ordinate with auditors on financial year audit
* Submission of statutory Form 22 & 23; online submission of Financial Sector Incentive Scheme (FSI)

Current Drawn: S$7500 x 12 months

Reason of leaving: Internal restructuring in HQ (USA)

Nov 2009 – May 2010 **OLIVANT ADVISERS (ASIA-PACIFIC) PTE LTD – (Private Equity)**

**EXECUTIVE ASSISTANT/ADMIN MANAGER TO CEO/PARTNERS**

**Business Support**

* Secretarial supports to manage travel arrangement and review expense claims in accordance to corporate policy
* Support in producing presentation materials for meetings and conferences
* Calendar management for CEO meetings and conferences
* Travel and hotel management
* Negotiation of hotel and apartment corporate rate
* Providing full admin support to all other Executives; personal and official
* Provide secretarial support to CFO when necessary
* Research into portfolio companies Financial Statement on Bloomberg, Reuters and approved platform

**Office and Inventory Management**

* Preparation/review of SOPs to facilitate smooth delivery of work
* Handle office housekeeping duties
* Vendors, third party management
* Manage end to end Purchase requisition for the department
* Manage office space and facility needs to support business growth and development
* Working closely with CFO on BCP for local and UK office.
* Office supplies management including fitting and fixtures, pantry and stationary management
* Interact and work closely with Lawyer and Secretariat in getting the company registered with ACRA, AGM and Directors’ Resolution
* Review bank balance and Directors’ mandate

**Human Resource**

* Design and coordinate department specific induction/cessation for employee
* Provide office and tools related support (photocopier, blackberry, stationery, grocery, etc) for the team
* Review employment pass, visa application, staff relocation and lodging
* Negotiate for competitive terms of lease contracts, maintenance contracts, medical and life insurance coverage in the best interest of the company
* Assisting new hire to set-up workstation, IT and phone system

**Finance**

* Facilitate audit/inspection and liaising with various finance related vendors, legal and corporate secretarial for routine statutory compliance work, resolutions and statutory returns
* Invoice management for the department such as Accounts Payable and Receivable, Petty-Cash, Advisory fees, Withholding taxes
* Accounts Payable and Receivable, Petty-Cash, review expenses claim, etc
* Co-ordinate with auditors on financial year audit
* Review all expense vouchers prepared and ensure all expenses are in line with the company’s expense policy before approval for payment

Last Drawn: S$6500 x 12 months

Reason of leaving: Company liquidated

May 2006 – Oct 2009 **TGEM PARTNERS (S) PTE LTD – (Hedge Fund)**

**OFFICE MANAGER CUM EXECUTIVE ASSISTANT TO GENERAL PARTNERS**

**Oversees newly office set-up/relocation**

**Office and Inventory Management**

* Responsible for the overall administration of office (building management, fire drill, etc)
* Manage the office space and facility needs to support business growth and development
* Negotiate for competitive terms of Lease Agreement, maintenance contracts and insurance contracts in the best interest of the company
* Office supplies management
* Manage Receptionist, Executive Assistant and office cleaner
* Develop Standard Operating Procedures (SOP) in procurement, office inventory and all administrative processes
* Credit card management
* Office equipment maintenance and negotiation of contracts
* Management of office administration budget
* Management of internal and external service providers to ensure business needs are met
* Manage and coordinate functions and activities
* Co-ordinate with Corporate Secretariat on AGM and Directors’ Resolution
* Welcoming guests and taking charge of reception area

**Business Support**

* Research reports through **Thomson One, Starmind, Bloomberg, Reuters**...etc.
* Business trip to New York to understudy company HR policies
* Business trip to Germany to assist General Partner’s personal project
* Ad-hoc office admin projects as delegated by employer
* Research into portfolio companies Financial Statement on Bloomberg, Reuters and approved platform
* In charge of logistics for Conferences, Meetings and Exposition
* Manage and coordinate functions and year end company activities
* Negotiation of hotel and apartment corporate rate
* Travel and hotel management for all employees

**Finance**

* Review expenses relating to office admin functions to ensure appropriateness and accuracy of charges
* Processing Payroll and CPF contribution
* Review all expense vouchers prepared by the secretary and ensure all expenses are in line with the company’s expense policy before approval for payment
* Review and record/payment of invoices – Accounts Payable, Petty-Cash, CPF, NSMen Reservist and Pay-Claims
* Liaison with auditors and government bodies to ensure compliance with corporate policies and local laws and regulations
* Assist and co-ordinate Financial year-end audit with auditors

**Human Resource**

* Review employment pass, visa application and cessation of employment; staff relocation from USA, China, India and Japan; local lodging for company staff
* Hiring new staff as required, ensuring adequate cover during leave periods and raising any issues to management as required
* Ensure compliance of HR policies and procedures within MOM requirements
* Negotiate for competitive terms of Lease Contract, maintenance contracts and Medical Insurance Contract in the best interest of the company
* Responsible for Health & Safety, Office Security, Facilities Environmental Compliance
* Assisting new hire induction, workstation, IT and phone system set up

Current Drawn: S$8500 x 12 months

Reason of leaving: Company is downsizing, uncertainty of headcount

2005 – 2006 **MORGAN STANLEY – (Commodities Trading)**

**LONG-TERM TEMP EXECUTIVE SECRETARY IN COMMODITIES DEPARTMENT**

* Full spectrum of secretarial duties to 8 Executive Director, 8 Vice-President, 1 Managing Director and 4 Analysts, 3 Traders
* Publishing of Energy Noon Calls reports on website
* Arranging travel itinerary and hotel booking
* Expense Reports
* Video Conference, meetings, filing and screening calls
* Organizing APPEC seminars and Offsite events for department
* Ad-hoc duties as and when require
* Inventory control of stationery supply
* Registering and granting clients for website access

Last Drawn: S$5000 x 13 months

Reason of leaving: Was headhunted by referrer for Office Manager Position

2002 – 2005 **WARBURG PINCUS SINGAPRE LLC – (Private Equity/Asset Management)**

**ASSISTANT OFFICE MANAGER**

* Secretarial and administrative support for Office Manager, Managing Directors
* Activate monthly video conferencing for MD and Associates
* Contributing ideas on improving office procedures
* Meeting, attending to incoming calls and welcoming clients
* Maintain and update an accurate and systematic filing system
* Inventory control of stationery supply, grocery and general office maintenance to ensure a conducive environment for working staff
* Sorting and dealing with daily mails
* Ad-hoc duties as and when required
* Assisting Analyst with Quarterly Exhibits closing of deal’s Accounts, filings and all other secretarial duties
* Doing research reports through MultexNet, First Call and Bloomberg

Last Drawn: S$4500 x 12 months

Reason of leaving: Relocation of company to India

2001 – 2002 **CAP GEMINI TELECOME MEDIA & NETWORKS (S) PTE LTD – (Media)**

**ASSISTANT OFFICE MANAGER**

* Implementing and maintaining company administrative department main register
* Inventory control of stationery supply and general office maintenance to ensure a conducive environment for working staff and consultant
* Updating corporate SEA staff phone lists on a monthly basis
* Verifying consultant expense claims within corporate guide-lines
* Preparation for on-boarding and off-boarding staff – hot desk administration, phone line allocation, access card, ID creation, etc
* Travel and meeting arrangement
* Secretarial and administrative support for consultant
* Coordinate Consultant meetings with clients and liaise with travel agent in regards to Directors and Consultant travel
* Activate teleconference call for consultant and apply for ICC and telemeeting numbers for Directors and Consultant
* Contributing ideas on improving office procedures
* Meeting and welcoming clients
* Ad-hoc duties as and when required

Last Drawn: S$4000 x 12 months

Reason of Leaving: Department liquidated

1998 – 2001 **KOBELT ASIA PTE LTD – (Marine)**

**ADMINISTRATOR TO GENERAL MANAGER**

**Oversees newly office set-up**

* A pioneer in the establishment and assisting the GM in the setup of office, recruiting staff, purchased of office furniture and fixtures, liaise with renovation contractor, etc
* Petty-Cash, Accounts Payable and Receivable
* Coordinate meetings, travel and hotel arrangements
* Reports and inventory of stocks
* General correspondence and administrative support
* Contributing ideas on improving office procedures
* Receiving and checking on cash and cheque receipts
* Meeting and welcoming clients
* Handling deadlines for reports

Last Drawn: S$3000 x 13 months

Reason of leaving: For better prospect

1996 – 1998 **SAW BABY & CHILD CLINIC**

**CLINIC ASSISTANT TO PAEDIATRICIAN**

* Dispensing, inventory, ordering of drugs
* Coordinate meetings and appointment
* General correspondence and administrative support
* Handling incoming call and taking messages
* Adhere to request of patients

Last Drawn: S$1500 per month (Flexi hour base)

Reason of leaving: For better prospect

1989 – 1994 Part time and Temp jobs as Secretary in various organizations

1986 – 1988 **THE AMERICAN HOSPITAL PTE LTD**

**CONFIDENTIAL SECRETARY TO FINANCE DIRECTOR**

* Monthly financial report
* Monitor the implementations of hospitals’ personnel policies and procedure
* Maintaining an accurate and confidential records of 300 personnel particulars, medical benefits, incentive and annual leaves
* Preparing staff for orientation, and giving administrative support to Business Office
* Responsible for Specialists and Resident Medical Officer’s Roster
* Coordinate appointments and meetings
* Implementing and maintaining an accurate and systematic filing system
* Handling travel and hotel arrangement

Last Drawn: S$3500 x 12 months

Reason of leaving: To care for new born

1977 – 1985 **SEVEN GEMS PTE LTD – (Trading)**

**EXECUTIVE SECRETARY TO GENERAL MANAGER**

* A pioneer in the establishment and assisting the GM in the setup of office, recruiting staff and purchasing of office furniture and fixtures; liaise with contractor, etc
* Take charge of 13 sales staff in retail department and oversees Sales & Marketing team’s progression; problem solving with management
* Invoice Management and credit control
* Oversees promotion activities such as group tour and gifts ;and pricing strategy
* Inventory and stock control
* Entry of sales ledger
* Correspondence, meeting and travel arrangement
* Secretaries duties and administrative support
* Foreign travel and hotel arrangement
* Organizing group tour arrangement for dealers
* Training new recruits in working practices
* Contributing ideas on improving office procedures
* Distributing and dealing with daily mails
* Meeting and welcoming clients

Last Drawn: S$2500 x 12 months

Reason of leaving: To care for new born

AVAILABILITY : **Immediately**

EXPECTED SALARY : S$5,500