**PERSONAL PARTICULARS**

Age : 30 years Date of Birth : 20 February 1986

Nationality : Singaporean Gender : Female

Marital Status : Single NRIC : S8606359Z

**CAREER OBJECTIVES**

To bring forth the skills and knowledge I have gained into the professional field that encourages me to process ongoing knowledge for continual improvement.

**EDUCATION**

**SAICSA – Executive Diploma in Corporate Administration (EDCA)**

Completed Modules

Business Information System Administration

Business Planning

Business Organisations Management

Human Resource Management

**STEP / CLT International**

Course / Major: Foundation in International Trust Management

Qualification: Foundation Certificate

Period: August 2009 / January 2010

**Institute of Chartered Secretaries and Administrators (SAICSA)**

Course / Major: Fundamentals of Company Secretarial Practice

Qualification: Certificate of Attendance

Period: July 2008

**Institute of Chartered Secretaries and Administrators (SAICSA)**

Course / Major: FS Manager

Qualification: Certificate of Achievement

Period December 2007

**Ngee Ann Polytechnic**

Course / Major: Quality Management & Engineering

Qualification: Diploma

Period: 2004 till 2007

Achievement(s):- Certificate of Appreciation 2006 for Aztech - Ngee Ann Polytechnic Industrial Attachment Program 2006

**Bowen Secondary School**

Qualification: GCE ‘O’ Level

Period: 1999 till 2003

Achievement(s):-

1. Edusave Scholarship (for the years 2000 to 2002)
2. Certificate of Commendation for outstanding performance in SYF Central Judging of Choirs 2001 – Silver Award
3. CCA Service Award 2002
4. Certificate of Participation for participating in the Sing Singapore 2002 Singing Competition (School Choir Category)

**Ai Tong School**

Qualification: PSLE

Period: 1993 till 1998

**WORKING EXPERIENCE**

November 2013 – Present

**Asia Management House Pte. Ltd.**

Corporate Secretarial Manager

* Responsible for handling client's corporate secretarial matters, including incorporation of Singapore companies, Offshore companies and providing advice to clients on corporate secretarial matters.
* Acting as company secretary for Singapore companies.
* Overall responsible for the establishment and day-to-day administration of a portfolio of clients comprising a mixture of companies registered in various jurisdictions (Singapore, Dutch, Hong Kong, British Virgin Islands.).
* Managing all aspects of a portfolio of companies by dealing with all statutory, banking, legal and fiduciary obligations that arise for each client.
* Verification of due diligence documents held to ensure adherence to general compliance policies.
* Assist clients in completion and submission of relevant bank account opening documentation.
* Draft and review resolutions and related documents for various transactions.
* Preparing / Reviewing XBRL (eXtensible Business Reporting Language).
* Drafting and sending proposal for prospect.
* Provide on-the-job training to assistant.

February 2011 – November 2013

**Rajah & Tann LLP**

Senior Corporate Secretarial Assistant

* Incorporation of Singapore companies.
* Maintaining records for Singapore companies.
* Responsible for handling Corporate Secretarial work (i.e. drafting resolutions, updating registers of companies using viewpoint, lodgement with ACRA, E-stamping).
* Attending Board of Directors’ Meeting, AC, RC, NC, AGM, etc.
* Handle Citizenship / PR / EP / DP / Entrepass Application.
* Liaising with clients and auditors.
* Assist lawyers/associates with adhoc matters.
* Viewpoint Administrator; Knowledge of using BluePrint.
* Preparing XBRL (eXtensible Business Reporting Language).
* Seconded to Facebook for more than 6 months (i.e. June 2012 to January 2013).

Reason for leaving: Approached.

July 2010 – February 2011

**Asiaciti Corporate Services Pte. Ltd.**

Corporate Secretarial Junior

* Incorporation of Singapore companies/Offshore companies.
* Maintaining records for both Singapore companies and Offshore companies.
* Responsible for handling Corporate Secretarial work (i.e. drafting resolutions, updating registers of companies using viewpoint, lodgement with ACRA, E-stamping).
* Liaising with clients and auditors.

Reason for leaving: Professional growth.

August 2007 – June 2010

**Intertrust (Singapore) Ltd.**

Officer, Trust & Structuring

* Incorporation of Singapore companies/Offshore companies.
* Maintaining in-house companies records as well as both Singapore companies and Offshore companies.
* Responsible for handling Corporate Secretarial work (i.e. drafting resolutions, updating registers of companies, lodgement with ACRA, E-stamping).
* Completing KYC records for internal compliance, name(s) checked via Worldcheck.
* Provide support to Trust Managers including preparation of Trust Deeds, trust administrative duties, etc.
* Reviewing draft financial statements, etc.
* Preparing payment instructions/ instructions to bank (where necessary).
* Liaison between client and accountants/auditors/tax agent/bankers, etc.
* Drafting proposal for prospect.

Reason for leaving: Advancement in job.

September 2006 – December 2007

**Neighbourhood Clinic**

Clinic Assistant

* Registration of patients, filing of patients' records, dispensing of medication.

Reason for leaving: Due to job policy.

**LEADERSHIP SKILLS**

2005 – 2006 Class Representative

2002 – 2003 Secretary, Choir

2000 – 2003 Class Committee (includes Monitress, Treasurer and Subject Representatives)

**COMPUTER SKILLS**

MS Office, Excel, Powerpoint

**LANGUAGE SKILLS**

English

Mandarin

**SALARY**

Last drawn pay: SGD 5,000

Transportation: SGD 80 (before CPF deduction)

Expected: SGD 6,000 (Negotiable)

**AVAILABILTY**

2 months notice period after confirmation.