**CURRICULUM VITAE**

Name : Soona Teo (Ms)

Residential Address : Blk 620 Bukit Batok Central #19-524 Singapore 650620

Contact Information : Tel: 9829 8751 Email : [soonateo@yahoo.com](mailto:soonateo@yahoo.com)

**EMPLOYMENT**

Sept 2011 to present : **Premier Fiduciary Pte Ltd**

**Manager**

The business of Premier Fiduciary Pte. Ltd. includes the provision of business management and corporate services. They serve a niche clients from international arena and multinational corporations.

Duties :

* Management and maintenance of corporate secretarial work for local and overseas clients, which include Singapore, Hong Kong, New Zealand, offshore and other foreign companies
* Formation of Singapore companies and other type of legal entity formations
* Maintain and update corporate secretarial records of client companies in ViewPoint
* Attend to requests from clients and accountants/auditors for information and documents for accounting and audit requirements
* Ensure compliance with applicable laws and regulations in the area of corporate regulatory compliance
* contact with and advise clients on company formation, company statutory administration and related matters
* Prepare minutes and resolutions of Directors and Shareholders
* Lodge company changes and annual return with ACRA
* Assist clients in opening/closing of private/commercial bank accounts in Singapore and overseas
* Arrange legalization of documents in different jurisdictions for clients
* Handle all the due diligence of the clients to ensure KYC and client acceptance compliance
* Advise and assist clients in closure of companies including striking off and dissolution
* Ensure timely billing and collection
* General corporate secretarial duties

Oct 2007 to Aug 2011: **Acceptor (SEA) Pte. Limited**

**(nka Vistra Corporate Services (SEA) Pte Ltd)**

**Manager, Client Management**

Acceptor (SEA) Pte. Limited is an established corporate service provider with head office in Hong Kong and offices in Singapore, Taipei, Macau and China. It is associated with Offshore Incorporations Pte. Limited which is one of the largest provider of offshore companies.

**Nov 2000 to Sept 2007: M & C Services Private Limited (“M&C”)**

**Executive Corporate Secretarial**

M&C is a leading provider of corporate secretarial and share registration services in Singapore. M&C is a leader in these specialist areas and has handled projects of varying sizes for private, public-listed and foreign companies.

**1999 to 2000**  : **Goh Secretarial Company (“Goh Secretarial”)**

**Secretarial Executive**

Goh Secretarial is a secretarial service provider in Singapore. Its principal activity is to provide accounting, taxation advisory and secretarial services to both public-listed and private companies.

**1998 to 1999 : Vantage Management Services (“Vantage”)**

**Secretarial Assistant**

Vantage is a management & business consultants firm which provides accounting, taxation and secretarial services for private companies and Singapore branches.

**Qualification**

ICSA Certificate (1999)

Graduate and Member of the Malaysia Association of the Institute of Chartered Secretaries and Administrators

ICSA Certificate (2000)

Associate of Chartered Secretaries Institute of Singapore