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| Aspen See Chun Chien  8November 1989 | |  |  | | --- | --- | | Address: | 700C Ang Mo Kio Avenue 6 | |  | #24-328 Singapore 563700 | | Mobile: | +65 8740 4432 | | E-Mail: | aspenccs@gmail.com | | Nationality: | Malaysian (Singapore P.R.) | |

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| An acting Chartered Secretary with over 3 years of work experiences with the ability to work independently, and conversant with the Companies Act, Cap. 50 of Singapore as well as other relevant regulatory bodies. |

**EMPLOYMENT DETAILS**

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| Accrafile Pte. Ltd.  **Job Title:** Chartered Secretary | 21 January 2016 to current |

* To provide corporate consulting and advisory in regards to corporate law and governance to over 400 companies pursuant to the Companies Act, Cap. 50 of Singapore and other relevant regulatory bodies.
* To draft relevant documents such as resolutions for board and shareholder meetings; minutes of meetings; and any other documents that are required on an ad-hoc basis.
* Responsible for the development of the sales and marketing strategy within the company, as well to lead the secretarial department consisting of 10 members.
* To develop and improve the standard operating procedures (SOP) in regards to corporate secretarial practice, as well to ensure that the integrity and accuracy of secretarial records for respective clients are being maintained.

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| TTC Wealth & Management Sdn. Bhd.  **Job Title:** Corporate Secretarial Assistant | 15 September 2014 to 18 December 2015 |

* To assist the Company Secretary in drafting the relevant documents such as resolutions for board and shareholder meetings; minutes of meetings; and any other documents that are required on an ad-hoc basis.
* Responsible in ensuring that the secretarial file and records are properly maintained.

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| Corporate Alliance Pte. Ltd. (n.k.a. BDO Corporate Services Pte. Ltd.)  **Job Title:** Corporate Secretarial Associate | 3 March 2014 to 31 July 2014 |

* To provide corporate consulting and advisory in regards to corporate law and governance to a portfolio consisting of 80 companies pursuant to the Companies Act, Cap. 50 of Singapore and other relevant regulatory bodies, under the supervision of the Senior Manager.
* To draft relevant documents such as resolutions for board and shareholder meetings; minutes of meetings; and any other documents that are required on an ad-hoc basis.
* To liaise with corporate foreign directors in Employment Pass applications as well as the arrangement of documents.
* Responsible in ensuring that the secretarial file and records are properly maintained.

**ACHIEVEMENTS**

**Internal Control System**

During my employment with Accrafile Pte. Ltd. and its Group of Companies, I was engaged as part of the development and programming team as I managed to implement a system that improves work efficiencies within the corporate secretarial department, together by formalizing a standard operating procedure (SOP). As a qualified individual and a Chartered Secretary, I had the necessary knowledge and experience to design a system that caters to the needs of respective team members. For instance, I have designed a database to upkeep accurate records of respective clients, as well to be able to generate relevant documents and agreements, which in turn neglecting any occurrence of possible human errors.

**Master of Business Administration (MBA) Project**

I am an author to a MBA project titled *“The Importance of Corporate Governance in an International Context and Companies in Malaysia”*. During my time in Edinburgh Napier University in pursue of my MBA course, I have made emphasis onto corporate law and governance where I have performed an in-depth research in relation to my professional qualification, ICSA. By doing this study, I have also conducted survey with top management levels and professors, for ways to improve best practices and proper internal control system within an organization. As a result, accounting loophole and fraud may be avoided, which in turn improves the economy by attracting new foreign investment due to transparency, and accountability.

**ACADEMIC BACKGROUND**

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| **Master of Business Administration (MBA)** | Year completed: October 2013 |
| Institution: Edinburgh Napier University, Scotland, United Kingdom  Major: General MBA  Author of Dissertation: “*The Importance of Corporate Governance in an International Context and Companies in Malaysia”* | |

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| **ICSA Qualified Individual (ACIS)** | Year completed: March 2013 |
| Institution: The Institute of Chartered Secretaries and Administrators (ICSA)  Major: Corporate Law & Governance  Elected as Associate (ACIS) in Singapore: 15 July 2016  Elected as Graduateship (Grad ICSA): 4 March 2013  ACIS Membership No.: 7066209 | |

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| **Advanced Diploma in Commerce (Business Management)** | Year completed: February 2012 |
| Institution: Tunku Abdul Rahman College (TARC), Kuala Lumpur, Malaysia  Major: Corporate Law & Business Management  Graduation Award: Merit | |

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| **Diploma in Business Studies (Business Administration)** | Year completed: May 2010 |
| Institution: Tunku Abdul Rahman College (TARC), Kuala Lumpur, Malaysia  Major: Business Studies & Administration  Graduation Award: Merit | |

**LEADERSHIP EXPERIENCES**

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| **Tunku Abdul Rahman College (TARC), Kuala Lumpur, Malaysia** | Duration (Year): 2010 - 2012 |
| Business Management Society (BMS)  Position Held: Public Relations Director  Activities: To organize and conduct activities relating to the role of a Chartered Secretary, particularly attending Annual General Meetings (AGMs) of public companies listed in the Exchange. | |

**LANGUAGE PROFICIENCY**

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| English:  Malay:  Mandarin:  Cantonese: | Native Language  Intermediate  Basic (Speaking, Listening)  Basic (Speaking, Listening) |