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**JARED NG CONG YI**

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**EDUCATION**

Institution: St Andrew’s Junior College

Full A Levels Art Major Certificate, December 2008

**EXPERIENCE**

**Singapore Armed Forces:**

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|  |  | *Keat Hong Camp, 18th January 2010 - 6th November 2010* |
| *Administrative Specialist & HQ Platoon Sergeant:* *Gunnery*  *Training Wing*  *Instructor:* |  | Assisted in the running of the company, which includes but not limited to ensuring thattraining support is always in place, resolving pay issues and maintaining the company’s databases, troubleshooting human resource and logistical problems that arises from day to day operations. Maintained discipline throughout the company by suggesting and implementing disciplinary policies. Am a direct personal assistant to the Officer Commanding and Company Sergeant Major and have assisted them in their duties to the company including planning for company outfield exercise. Have also recorded various minutes of meeting on a company and battalion level. On behalf of my superiors, I have also planned and organised various events and am experienced in tendering and acquisition for events through the Geebiz software and liaising with the finance department.  Provided administrative and general office support which includes answering of telephones, photocopying, laminating, binding, organizing papers, files and distributing mail.  Delegated tasking and coached my team to handle and assist in different office and administrative functions.  *Sungei Gedong Camp, 20th October 2009 – 17th January 2010*  Trained trainee leaders in the handling of the different weapons that is used on the various armour platforms. Have also supervised the live firing of these weapons to ensure maximum safety standards**.** |

**Harry Elias Partnership LLP**

**(HEPCorporate Services Pte. Ltd.) :**

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|  |  | *15 November 2010 – 30 June 2013* |
| *Corporate Secretarial Assistant* |  | Handled a portfolio of 34 Singapore Private Limited Companies, providing the full spectrum of corporate secretarial support to clients. It includes ensuring that the statutory and compliance issues that are bounded by the Companies Act and the Companies’ Memorandum and Articles of Association are met. This encompasses the timely lodgement of Annual General Meeting / Extraordinary General Meeting documents, Change of Auditors / Directors / Corporate Shareholders / Secretary and the e-filing of Annual Returns with ACRA.  Assisted in the amendment of various Companies’ Memorandum and Articles of Association and preparation of board packs and minutes.  Kept accurate statutory records in the Companies’ Registers and Minute Book. Assisted in the drafting of Directors’ Resolutions In Writing, SGXNET announcements, letters and email to clients. Also assisted clients’ to notarise, legalise and attest documents at the Notary Public, Singapore Academy of Law, Ministry of Foreign Affairs and at various Embassies’ in Singapore.  Answered clients’ query with regard to the Companies Act in respect of compliance issues over the phone and through correspondences. Involved in general administrative responsibilities like postage, couriering, liaising with accounts department.  Instrumental in helping in part to set up the Company’s new Corporate Accounting System including the setting up of house templates and to prepare the transition of the department to a new system. |

**Rajah & Tann Singapore LLP**

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|  |  | *1 July 2013 – 29 June 2015* |
| *Corporate Secretarial Assistant* |  | Assisted equity partners, partners and associates in transnational legal matters including but not limited to:-   1. A listing of a Singapore public company on Nasdaq stock market in the United States of America. 2. Worked on various transactions for multinational corporations like alteration of Memorandum and Article of Association, redemption of preference shares, capital reduction, change of company name, filing of charges, striking off of Company, notarization of documents, incorporation of joint venture company and perusing shareholders agreement, transfer of shares, Inland Revenue Authority of Singapore stamp duty filingl. 3. Assisted in the handling of a listed company on the SGX. Official minute taker for the Audit Committee, Board of Directors, Risk Management Committee and Remuneration Committee Meetings. Draft announcement for release through SGXNet. 4. Assisted in applying, renewing and cancelling employment passes, dependent passes, student passes for clients on the Ministry of Manpower EPOnline website and the Immigration and Checkpoint Authority website.   Also assisted the whole corporate secretarial department in transitioning to new corporate secretarial software by creating the whole library of precedent in the Corporate Affairs System.  Handled a portfolio of 65 Singapore private limited companies ranging from investment fund company, electronics and engineering firms, construction company, entrepreneurial start-ups and daily administrative duties including maintaining the companies' statutory registers and minute books including the electronic and physical minute books.  Receive, sort and redirect mail to clients who use our office as their registered address and other administrative duties. |

**Amicorp Singapore Pte Ltd**

*1 July 2015 –*

*Senior Associate,* 1) Handled a portfolio of 150 entities for international clients from *Corporate* Latin America, Europe, Asia and Australia.

*Secretariat*

1. Spoke to clients/intermediaries and advised on the various structuring options in terms of balancing the accounts for the Mexican and Indonesian UBOs which includes the redemption of preference shares, capital reduction, declaration of interim dividends, novation of various loan agreements, transfer and allotment of shares and divesting of investments in subsidiaries as a result of the tax amnesty regime that was instituted in the respective countries.
2. Spoke to and advise a Polish MNC in setting up a Company in Singapore as an Asia Pacific trading hub with special attention to the BEPs framework which Singapore is a party to. Liaised with the banks to open the Company’s bank accounts and was recommended by the client to be a signatory to the Company’s trade services account as the Company’s clients general pay for goods by Letters of Credit and is dependent on the incumbent to prepare and check the various packing list, invoices and bill of exchange before submitting to the bank for processing.
3. Personally handled the corporate actions requirements for the seed funding of a Vietnamese client’s technology company by one of UOB’s investment subsidiary for an amount of USD3,000,000.00. Perused the Investment Agreement & Shareholder’s Agreement and came up with the scope of work needed to fulfil the conditions of the Investment Agreement before capitalisation of the investment could be occur.

This amounted to some SGD16,000.00 worth of work which includes the conversion of preference shares to ordinary shares, adoption of the Constitution of the Company, the institution of various agreements as mandated by the Investment Agreements, the re-denomination of the share capital, change of auditors, amongst others.

1. Carried out the conversion of a Spanish client’s private limited company to a public company as they have exceeded the threshold of 50 shareholders for a private limited company, including drafting of the various extraordinary general meeting papers for the conversion, appointment of auditors and the SILOP.
2. Carried out a short form amalgamation of United States technology company including drafting of all declarations as required by the Companies Act, solvency statement, extraordinary general meeting for both the amalgamating companies. Filed the ensuing amalgamation filings with the Accounting and Corporate Regulatory Authority.
3. Advised clients on the liquidation process and have engaged various liquidators to assist with the clients’ liquidation needs. Liaise with the liquidators on the various documentation needed by the liquidators.
4. Handled the routine statutory requirements with regards to the Annual General Meeting of all the Companies, change of director/company secretaries, filing of extension of time to file Annual Returns, filing of charge, liaisons with external counsel to apply to the court to file charge out of time. Drafting of various directors’ and members’ resolutions and meeting including, *inter alia*, re-denomination of share capital, conversion of redeemable preference shares to ordinary shares, divestment of a major asset of an entity, capital reduction, amalgamation, entering into various agreements, investment in subsidiaries.
5. Handled employment pass applications and liaisons with various governmental agencies like the Accounting & Corporate Regulatory Authority, Inland Revenue Authority of Singapore, Ministry of Manpower, Immigration and Checkpoint Authority and Singapore Customs with regards to the administration of the companies.
6. Handled bank payments for clients in light of the Anti-Money Laundering Act and Anti-Terrorism Funding initiatives as most of clients’ uses the Company’s nominee director services. Also assisted clients in opening bank accounts with various local banks.
7. Supervise and taught junior colleagues in the various corporate secretarial functions in relation to the Companies Act needed to maintain these local companies.
8. Minute taker of the Company’s week Client Acceptance Committee meetings.
9. Carry out all necessary KYC checks and documentations of new and existing clients.
10. Troubleshooting legal problems together with in-house legal counsel as the communication lines with international clients/intermediaries are very truncated which results in a lack of corporate action on compliance and governance issues and which results in the need to solve these issues within the ambit of legality in Singapore.

**OTHER EXPERIENCE**

**Customer Service:**

**Food & Beverage Industry**

*The Legends @ Fort Canning, Part Time 2006*

*The Pines Country Club, Pine Garden. Part Time 2007-2008*

Involved in serving customers in a banquet and restaurant setting.

*Serangoon Gardens Country Club, Part Time 2006-2009*

Organised and directed the setting up of buffet lines, serving customers in both the banquet and cafe setting.

**Public Speaking:**

**Tourism**

*National Museum of Singapore:* School volunteer as a museum tour guide and exhibit guide for different events from the period of 2007 to 2008.

Volunteer for their Official Opening of the Museum and Racial Harmony Event

# Debate

*Julia Gabriel Inter-School Debate 2005*

*Serangoon Junior College Debate Series 2004*

*St Nicholas Girls’ School Literature Seminar 2004*

**Compère**

Hosted the Award Ceremony for *The Red Cross Blood Donor Recognition Award Ceremony 2006 & 2007*

**SKILLS**

**Office:** Ability to multi-task and analyse, quick to learn, able to both lead and follow in a team, has initiative and is committed.

**Language:** Very fluent in spoken and written English. Able to converse in Mandarin, Foochow and sparingly in Hokkien.

**Computer:** Windows, Microsoft Office, Open Office, BGL Corporate Affairs System, Proficient in Internet research, acquainted with Lawnet, Electronic Filing System, ACRA, EPOnline, ICA, IRAS and E-litigation filing. Ability to learn and use new software quickly. Tech savvy individual with limitless appetite for new technology and software to assist with the daily management of workflow.