**CURRICULUM VITAE**

Name : Cecilia Chua Peng Ee

Date of Birth : 5 December 1970

Age : 45

Race : Chinese

Nationality : Malaysian (Singapore PR)

Marital Status : Single

Address : 1 Marymount Terrace, #02-01 Boonview, Singapore 574036

Mobile : 9746 9213

Email : [ceciliapengee@yahoo.com](mailto:ceciliapengee@yahoo.com)

**ACADEMIC QUALIFICATIONS**

May 2014 : The Singapore Association of the Institute of Chartered

Secretaries and Administrators (SAICSA)

- Grad. ICSA, ACIS

March 2008 : SAICSA

- Executive Diploma in Corporate Administration (EDCA)

April 2000 : Singapore Institute of Management (SIM)

- Diploma in Management Studies

(Business Administration & Management)

Sept 1997 : SIM

- Certificate in Management Studies

May 1995 : London Chamber of Commerce & Industry (LCCI)

- Private Secretary's Certificate

May 1993 : Thames School of Commerce

- Private Secretary's Certificate

Dec 1987 : Convent Secondary School (Malaysia)

- GCE '0' Level

**KNOWLEDGE OF SOFTWARE USAGE**

* Microsoft Office - e.g. Words, Excel, Powerpoint
* BoardVantage – Board Portal for online board book creation and distribution with workflows and one-click support of last minute updates and notifications.
* Viewpoint - Software cater for administration and management of entities including companies, trusts, partnerships, foundations and funds.

**LANGUAGES**

* Fluent in English and Mandarin, conversant in Hokkien, Malay and a bit of Cantonese.
* Currently embark in Japanese language class for about 1 year.

**CAREER HISTORY**

1. **CAPITALAND LIMITED** (Headquarter, listed in SGX)

Secretariat Manager

March 2004 – present

Duties:

* Full spectrum of corporate secretarial duties for the Company and its subsidiaries including maintaining statutory registers and records, drafting and preparing agendas, board resolutions, liaising with the offices of our directors and management, doing ACRA filings and generally ensuring compliance to the Companies Act and other corporate regulatory requirements.
* Incorporation and liquidation of various entities in the Asia Pacific Regions.
* Preparation and circulation of written board resolutions for matters requiring board approval.
* Managing company meetings, annual conferences involving the board from preparation of documents, maintaining statutory records, filing returns, complying with statutory, ACRA and MAS requirements.
* Provide support and handling the secretarial matters for overseas’ subsidiaries in (i.e. China, Vietnam, Indonesia, Malaysia and Europe countries), to fulfill local regulations and legislations.
* Preparing and releasing of announcements, news releases, notification of change of interest by CEOs/Directors and substantial shareholders on SGXNET.
* Organizing, preparing agendas and minutes for board and board committee meetings.
* Updating and maintaining the terms of reference for board committees from time to time.
* Handling and managing the share issues such as employees’ share options (ESOPs), restricted shares (RSP), performance shares (PSP) and share buybacks.
* Support the board and subsidiaries to fulfill statutory obligations in corporate related matters.
* AGM/EGM matters. Preparing and organizing annual shareholders meeting. Support the preparation of documents to shareholders, e.g. notices, circulars and annual report.
* Board Strategy meeting held overseas on yearly basis.
* Monitor and scheduling dates for Board & Board committee meetings annually.
* Year-end matters:

1. Preparing, drafting and checking of Annual Report
2. Directors' profiles
3. Corporate governance
4. Directors' remuneration matter

* Trademarks (TM)
* Maintaining the register of TMs for the Group
* Managing & maintaining Group TM portfolio
* Preparing & updating of TM status reports
* Checking on TM specifications & monitor TMs renewal matters and set-up filing records
* Handling, monitoring & coordinating with IP lawyers on TM issues.
* Attend to objections, citations, appeals & withdrawal of TM issues.
* Issue letters of consent or letter of demand (if any) to external parties
* Prepare TM budget, accrual and monitor TM cost.
* Dealing with request & renewal of domain names.

1. **CAPITALAND COMMERCIAL LIMITED** (subsidiary of CapitaLand Limited)

Executive Secretary

April 2001 to February 2004

Duties:

* Responsible for providing high quality secretarial and administrative support to Managing Director as well as to some members of the management team.
* Liaison with HQ, managing and coordinating schedules on meetings, notices, coordinating travel arrangements and hotel accommodations.
* Preparing and distributing periodic reports, correspondence and presentation materials as well as minutes.
* Preparing directorships’ declarations/resolutions for submission to secretariat office.
* Updating and submission of year end director’s share options for external auditor.
* Coordination in preparing papers for Board Meetings.
* Making travel arrangement, hotel accommodation, etc.
* Updates and sending out weekly analyst reports.

1. **ATWIN MARINE ENGINEERING PTE LTD**

Administrative Officer

August 1999 to December 2000

Duties:

* Manage the whole administration according to the goal, objective and policy set by the Director of the company.
* Maintain and review the network systematically and advise Director of any change required and according to company's ISO requirements.
* Supervise the staffs in the Admin network and advise Director on the staff’s workload, to (assign the total workload correctly among the admin staffs.
* Carry out work as required under job enlargement programme and same for the sister or associated companies.

1. **JARDINE SHIPPING AGENCIES**

Secretariat and Marketing Coordinator

November 1997 to July 1999

Duties:

* + Compile and maintain a comprehensive industry wide database on members input.
  + Carry market research, primarily commodity based as required by members.
  + Co-ordinate members' marketing programmes and thereafter monitors all sales visit reports and maximizes effectiveness by working with members to ensure their appropriate response, reaction and on-going follow-up.
  + Assessing trends arising from the market information/database statistics and advising members of any relevant info on clients and commodities.
  + Maintain company profiles of shipping charterers and owners. Initially cover all Singapore based operators for access by members.

1. **(a) CALTEX TRADING PTE LTD**

Secretary to Marine Manager & Supply Operations Manager

September 1996 to October 1997

Duties:

* Secretarial duties, general administrative support in office routine matters such as assisting in day-to-day operations, managing travel and hotel arrangements, handling daily mails/faxes and follow-up.
* Organized and recording of all operations documents.
* Co-ordinate in arrangement of venue and logistics support for major meetings/ conference.
* Update weekly vessel's slate and preparing vessel voyager orders to ship-owners/ agents.
* Monitor vessel's operation reports e.g. ETA notices, filing and preparing freight calculation advice for payment to shipowner.
* Perform demurrage claims and economic evaluation for tanker time-charter.

(b) **CALTEX TRADING PTE LTD**

Secretary to General Manager

February 1995 to August 1996

Duties:

* Secretarial duties e.g. general administrative support such as day-to-day operations, managing travel and hotel arrangements, handling internal/external correspondences and follow-up accordingly.
* Handling of administrative works, hotel bookings, leave records and answering of telephone calls.
* Assist in admin duties, set up filing system and coordination of meetings.
* Preparing presentation materials for board meetings.
* Responsible for preparing financial and management reports and budgets for board meetings.

1. **KEPPEL-FELS LIMITED**

Confidential Secretary to Project Manager

November 1989 to January 1995

Duties:

* + Administrative and secretarial supports to a group of project managers.
  + Handling mails/faxes/telexes, preparing contracts, notices of meetings, minutes of meetings.
  + Maintaining filing systems such as tender documents, drawings, etc.
  + Arranging travel and hotel arrangements.

1. **HO & ASSOCIATES CHARTERED ARCIDTECT (MALAYSIA)**

General Clerk

January 1989 to October 1989

Duties:

* + Clerical duties such as typing tender documents, contracts, printing, etc.

1. **SHARP-ROXY ELECTRONIC CORPORATION (MALAYSIA)**

Store Clerk

December 1987 to December 1988

Duties:

* Data entry, performing stock inventory, filing, etc.

**OTHER WORK CONTRIBUTIUON/EXPERIENCE**

The merger of AMPOL and CALTEX in Australia and the start-up of the SPRC Refinery in Thailand inevitably caused an increase in the workload in the Marine Department in CALTEX. It was then that I was requested to assist (in addition to my secretary role) to perform on shipping demurrage claims.

Even though I was totally new and inexperience in shipping demurrage claims, I was enthusiastic and was very determined to learn all about demurrage claims. My utmost effort and long hours spent on the claims by cataloging, assessing and negotiating resulted in the settlement of a total of 67 claims and reducing the claim amount (savings) totaling US$270,000.

It was through this first attempt and result achieved in the shipping demurrage claims that I was awarded the annual CALTEX's Chairman Award, detailed as evidenced from the attached sheets.

It was indeed an unique experience for me to perform this extraordinary function as a secretary and even more pleasantly pleased having to be rewarded subsequently.