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| JOREL BELMANN P . ORTIGUERRA Blk 383, Bukit Batok West Avenue 5,  20-302 ,Singapore 650383  Mobile No: (65) 90025507  Email: [j\_ortiguerra@yahoo.com](mailto:j_ortiguerra@yahoo.com) | |  | |
| Career Objective | To occupy a position that will allow me to grow and flourish as a professional and as an individual by sharing and imparting my knowledge with others whilst also learning from others through experience and constant application, thus making me complete in all aspects of my career and life in general. | |
| Professional Qualification | Degree Holder (Bachelor of Arts Major in Political Science)(Bachelor of Laws) | |
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| Professional Experience | **Corporate Secretarial Manager (in-house role)**  **Ideal Corporate Services Pte. Ltd.**  **22 Sin Ming Lane**  **#07-77 Midview City**  **Singapore 573969**  **(from May 2015 up to present)**  Job Description:   * Acted and named as Company Secretary for 50 private companies * Researched and drafted the contents to be placed on the website of the Company (soon to be live) * Prepared the precedents and templates for use by the Company * Prepared various memorandums about the types of companies that potential investors could set-up in Singapore * Prepared the letter of advertisement sent to various businesses, advertising the services of the Company * Reviewing Memorandum and Articles of Incorporation and Shareholder   Agreements   * Attending Directors’ and Shareholders’ meeting and minuting the proceedings * Advising on Corporate Governance Practices and Requirements * Assisting in Procedural aspects of Compliance requirements under Articles of   Association and other regulatory requirements   * Drafted board resolutions and other relevant corporate documentations * Checking, monitoring and proof reading the various work done by colleagues * Provide routine corporate secretarial support * Perform e-filing with ACRA * Perform e-stamping with IRAS * Maintaining and updating the records and statutory records of the Company * Addressing issues raised by the clients regarding the Companies Act, and   Corporate Governance   * Ensure statutory compliance and timely lodgment of returns and other forms * Ensure timely billing and invoicing of client * Preparation of XBRL * Ad-hoc duties from time to time when required.   **Corporate Secretarial Senior**  **Boardroom Limited**  **50 Raffles Place**  **#32-01Singapore Land Tower**  **Singapore 048623**  **(from November 2014 up to May 2015)**  Job Description:   * Reviewing Memorandum and Articles of Incorporation and Shareholder   Agreements   * Attending Directors’ and Shareholders’ meeting and minuting the proceedings * Advising on Corporate Governance Practices and Requirements * Assisting in Procedural aspects of Compliance requirements under Articles of   Association, Listing Rules and other regulatory requirements   * Preparation and Collation of Meeting Materials for the various Committee   Meetings of Listed Companies   * Draft board resolutions and other relevant corporate documentations * Provide routine corporate secretarial support * Perform e-filing with ACRA * Perform e-stamping with IRAS * Preparation and Release of Announcements through SGXNet * Maintaining and updating the records and statutory records of the Company   Addressing issues raised by the clients regarding the Companies Act, Listing  Rules and Corporate Governance   * Ensure statutory compliance and timely lodgment of returns and other forms * Ensure timely billing and invoicing of clients * Ad-hoc duties from time to time when required. | |
|  | **Corporate Secretarial Executive**  **RHTLaw Taylor Wessing (RHT Corporate Advisory Pte. Ltd.)**  **Six Battery Road, #10-01**  **Singapore 049909**  **(from August 2013 up to October 2014)**  Job Description:   * Attending Directors’ and Shareholders’ meeting and minuting the proceedings * Advising on Corporate Governance Practices and Requirements * Assisting in Procedural aspects of Compliance requirements under Articles of   Association, Listing Rules and other regulatory requirements   * Preparation and Collation of Meeting Materials for the various Committee   Meetings of Listed Companies   * Draft board resolutions and other relevant corporate documentations * Provide routine corporate secretarial support * Perform e-filing with ACRA * Perform e-stamping with IRAS * Preparation and Release of Announcements through SGXNet * Maintaining and updating the records and statutory records of the Company * Addressing issues raised by the clients regarding the Companies Act, Listing   Rules and Corporate Governance   * Ensure statutory compliance and timely lodgment of returns and other forms * Ensure timely billing and invoicing of clients * Ad-hoc duties from time to time when required.   **Corporate Secretarial Executive**  **KINETICA Pte. Ltd.**  **29th Floor, Suntec Tower Four**  **Singapore 038986**  **(from 2011 up to August 2013)**  Job Description:   * Draft board resolutions and other relevant corporate documentations * Provide routine corporate secretarial support * Perform e-filing, e-stamping and liaising with ACRA * Conversion of financial statements into partial XBRL format * Maintaining and updating the records and statutory records of the Company * Addressing issues raised by the clients regarding the Companies Act * Ensure statutory compliance and timely lodgment of returns and documents * Ensure timely billing and invoicing of clients * Ad-hoc duties from time to time when required.   **Executive Assistant II to the Commissioner of the National Labor Relations Commission (NLRC)**  **Department of Labor and Employment**  **PPSTA Building IV**  **P. Florentino cor. Banawe St. Quezon City Philippines**  **(from 2006 up to 2011)**  Job Description:   * Prepares drafts of decisions, resolutions, orders and memorandums * Monitor the routing of cases among commissioners * Record keeping of the current docket of cases of the commissioner * Assists the commissioner in en banc proceedings * Monitoring and attending the weekly raffle of cases * Monitoring of the performance of the staff of the commissioner * Conducts mediation and conciliation to explore possibilities of amicable settlement among litigants * Edits and proof reads decisions before promulgation * Evaluates and determine whether or not an appeal has been perfected * Manages the staff of the office of the commissioner | |
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| Educational Attainment | **BULACAN STATE UNIVERSITY (Post Graduate)**  **Malolos City, Bulacan, Philippines**  **Bachelor of Laws (Fourth year)**  **CAP COLLEGE (Tertiary)**  **Legaspi Village, Makati City, Philippines**  **Bachelor of Arts major in Political Science**  **Graduated April 2004**  **BULACAN ECUMENICAL SCHOOL (Secondary)**  **Liang, City of Malolos, Philippines**  **Graduated March 2000**  **INTERNATIONAL MONTESSORI CENTER (Primary)**  **Sta. Isabel, City of Malolos, Philippines**  **Graduated March 1996** | |

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| Special Skills and  Competencies | * Fluent in written and conversational English, highly skilled in English technical writing * Proficient in MS Word, Excel, PowerPoint, Affinity, CAS and Viewpoint. * Excellent oral and written communication skills. * Attended seminars by CCH to learn good corporate secretarial practices * Attended numerous seminars and training on English Proficiency and Communication * Proactive, fast learner, dynamic, adaptive and eager to learn. * Analytical, meticulous, a strong team leader, builder and a facilitator in promoting an atmosphere that encourages teamwork to attain maximum productivity. * Well disciplined with proven ability to manage multiple tasks efficiently and independently under pressure while meeting tight deadline schedules. | |
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| Achievements: | * Best in declamation * Best in oration * Best in essay writing * Best in debate(College of Law- Kapisanan ng mga Brodkaster sa Pilipinas) * Scholarship awardee (College of Law) * Gold medals in swimming (individual medley, breast stroke, butterfly,back stroke, freestyle) * Varsity player (basketball) | |
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| Personal Information: | Date of Birth: | March 17, 1984 |
| Sex: | Male |
| Civil Status: | Married |
| Interests: | Sports, cars, books, history, music and movies |
| Citizenship: | Filipino |
|  | **\* *Dependant Pass Holder (able to commence employment with a***  ***Letter of Consent)*** | |

Character references: Available upon request

Reasons for leaving current employment:

* Change of Environment
* Career Advancement in a stable Company
* Opportunity to meet and learn from new people in the Corporate Secretarial industry