Lum Chi Lup Benny Email: [bladegod@singnet.com](mailto:bladegod@singnet.com).sg

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Gender: Male Date of Birth: 15 November 1980

Nationality: Singapore Citizen NS Liability: Completed

Curriculum Vitae

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| |  | | --- | | Formal Education  University OF BRADFORD  Bachelor of Science (Accounting & Finance) 2nd Class Upper Honours, 2004-2007  3 years studies best modules:   * Business Economics A * Accounting for Management Decision A * Foundation of Accounting A * Taxation and Personal Finance A * Work Behaviour and Performance A * Applied Strategic Management A * Organisational Behaviour B * Work Behaviour and Performance B * Capital Markets, Investment & Finance A   Others:   * Final Year Management Project A   SINGAPORE POLYTECHINC  Diploma,1998-2001   * Effective Communication Skills B * Quality Assurance & Statistics B * Critical Reasoning Skills C   Whitley Secondary School  7 GCE ‘O’ Level, 1994-1997   * Elementary Mathematics A1 * Additional Mathematics A2 * History B3 * Combined Science B3 * Accountancy in Finance A2 |  |  | | --- | | Leadership Positions   * Vice Captain, 1995 – 1997 School Badminton Team * Secretary, 1994 – 1996 School Computer Club * Publication Member, 1999-2001 SP Publication and Cultural Society | | Summary of Qualifications   * More than 10 working years experience dealing in Listed Companies, Private Limited and Offshore Company * Process good knowledge of Singapore Companies Act and SGX Listing Manual * Corporate Services working experience in accounting firm, law firm and offshore fiduciary firm * Proficiency in Preparation of Board Resolution and Minutes Writing * Experience in application of Employment Pass, S Pass * Experience in attending physical meeting and documented minutes * Adept at meeting clients and thrives under stress * Well-versed in Viewpoint and CAS * Years of experience in ACRA bizfile   Professional Experience  JAYLEE MANAGEMENT SERVICES (PTE) LTD  Accounting & Fiduciary Services Firm  Corporate Services Lead and Compliance October 2011 – Present   * Routine corporate secretarial for Singapore and Offshore companies * In charge of compliance projects (cash handling policy, risk assessment policy, MAS Outsourcing policy, etc) * Head-start new client portfolio in fund administration (Singapore Companies holding MAS license in fund management) * Handling a client portfolio of 350 companies (60 in fund administration) * Overseeing a secretarial team of 5 and report directly to the Managing Director * Meeting clients and providing advice over the phone or email * Possess good knowledge of Companies Act and ACRA bizfile   HERITAGE FIDUCIARY SERVICES PTE LTD  Trust & Fiduciary Services Firm  Assistant Manager – Fiduciary Services May 2008 – September 2011   * Advising high-net worth clients to incorporate offshore companies in Cayman Islands, Mauritius, Brunei, British Virgin Islands or offshore trust * Preparation of corporate documents to incorporate Singapore or offshore companies under tight deadline * Arranging high-net worth clients to meet Bankers for bank account opening * Providing post-incorporation companies services such as change of company name, assignment of loan, declaration of dividends, etc * Compliance check on clients pursuant to MAS requirement * Maintenance of statutory registers using viewpoint * Maintenance of directors’ and shareholders’ minutes book * Drafting of cover letters to clients/banks/auditors/lawyers * Proficient knowledge in ACRA filing and XBRL filing for Singapore Companies   SHOOKLIN & BOK LLP  Legal Firm  Corporate Secretarial Executive November 2006 – April 2008   * Preparation of directors’ resolutions in writings for change of directors, interim dividends, transfer of shares, etc * Preparation of routine documents for Annual General Meeting and filing of Annual Returns with ACRA * Attending and drafting minutes of meetings for listed companies * Preparation of draft announcements and submission of announcements to SGXNET on a timely basis * Maintenance of statutory registers using viewpoint * Maintenance of directors’ and shareholders’ minutes book * Drafting of letters to clients/banks/auditors/lawyers * Providing advice to clients over the phone and emails * Possess knowledge of SGX Listing Manual, Singapore Companies Act and bizfiling with ACRA   samas management consultants pte ltd  Accounting & Secretarial Firm  Corporate Services (Assistant) May 2004 – October 2006   * Preparation of directors’ resolutions in writings for change of directors, interim dividends, transfer of shares, etc * Preparation of routine documents for Annual General Meeting and filing of Annual Returns with ACRA * Preparation of draft announcements and submission of announcements to SGXNET on a timely basis * Maintenance of statutory registers using viewpoint * Maintenance of directors’ and shareholders’ minutes book * Drafting of letters to clients/banks/auditors * Providing advice to clients over the phone and emails * Possess knowledge of SGX Listing Manual, Companies Act and bizfiling with ACRA  CURRENT SALARY S$6,500/- per month (excluding 1 month AWS) AVAILABILITY One (1) Month Notice |
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Updated as at 15th May 2017