**ONG XIN YI**

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| (65) 9199 0706 / 6899 8696 | xinyi\_89@hotmail.com |
| 278 Toh Guan Road #05-183 Singapore (600278) |  |

**EDUCATIONAL BACKGROUND**

|  |  |
| --- | --- |
| **SIM – University of London** | **2008 to 2011** |
| BSc in Economics and Management |  |
|  |  |
| **Jurong Junior College** |  |
| GCE ‘A’ Levels | **2006 to 2007** |

**WORK EXPERIENCE**

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| --- | --- |
| **Accord Corporate Services Pte. Ltd.** | **March 2015 to Current** |
| **Corporate Secretarial Executive** |  |
| Provided secretarial advice to existing clients and new clients | |
| Managed a portfolio of over 600 clients | |
| Responsible for incorporation of private limited companies and filing on ACRA | |

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| **Accede Corporate Services Pte. Ltd.** | **April 2014- Feb 2015** |
| **Corporate Secretarial Assistant** |  |
| Provided secretarial advice to existing clients and walk in clients | |
| Managed a portfolio of over 400 clients | |
| Responsible for incorporation of private limited companies and filing on ACRA | |

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| **Prudential** | **Jan 2012 -March 2014** |
| **Financial Consultant** |  |
| Provided financial advisory services to clients | |
| Met competitive sales targets across a range of financial products | |
| Managed business development through cold-calling and referral of client leads | |
|  | |
| **Cedar Point (USA)** | **Jun – Aug 2011** |
| **Work-and-Travel Participant** |  |
| Provided on-site support to Cedar Point Resorts located in Ohio, USA | |
| Adhered to strict housekeeping protocol set by the hotel for all duties assigned | |
|  |  |
| **Eng Lee Logistics** | **Jan 2008 – Jul 2008** |
| **Administrative Assistant** |  |
| Provided office administrative support to a group of executives and managers | |
| Responsible for employee payroll |  |
|  |  |
| **The Commercial Press** | **Nov 2006 – Jan 2007 & Nov 2005 – Jan 2006** |
| **Sales Assistant** |  |
| Managed general sales and walk-in enquires |  |

**LANGUAGE & IT SKILLS**

|  |  |
| --- | --- |
| English | Written & Spoken |
| Mandarin | Written & Spoken |
| MS Office | Word, Excel & PowerPoint |
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**AVAILABILITY**

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| One Month Notice |  |

*References are available upon request.*