# RESUME

# C:\Users\cks\Desktop\Faith_Ang.jpgPERSONAL DATA

Name : Faith Ang Bee Guat

Date of Birth : 07 April 1972

Gender : Female

Marital Status : Married

Address : Blk 408 Serangoon Ave 1 #05-73, Singapore 550408

Email : [faithchoo@yahoo.com.sg](mailto:faithchoo@yahoo.com.sg)

Contact : HP 9362-2272

Nationality : Singaporean

Race : Chinese

Language Skills : English, Chinese/Mandarin, Hokkien

# PERSONAL OBJECTIVE

To advance in the field of Corporate Secretarial work

# EDUCATIONAL BACKGROUND

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| Present | ICSA Professional Part 2 |
| Jan 1998 – Dec 2000 | Bachelor of Business in Business Administration  RMIT University with specialisation in HR (Degree with Distinction) |
| Jan 1989 – Dec 1990 | GCE “A” Level - Jurong Junior College |
| Jan 1985 – Dec 1988 | GCE “O” Level - Nanyang Girls High School |

# EMPLOYMENT HISTORY

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| Oct 2008 – Sep 2017  (current salary: S$98,000 per annum including bonus & stock options – will furnish IR8E FY2016 if selected) | **Secretariat Manager**  **(CapitaLand Limited)**   * coordinate board, board committee and general meetings, and prepare and/or coordinate materials for such meetings, and draft minutes of JV Board Meetings. * Upload all board and board committee meeting papers onto the system for dissemination to board members and senior management. * Maintain and update statutory records and registers. * Maintain and update corporate secretarial information into the system. * Draft and review resolutions and arrange signature of resolutions and related documents. * Handle a portfolio of 11 JV companies with residential development in China. * Draft and review announcements, issue announcements and disseminate copies of announcements as required. * Liaise as required with registered agents and solicitors in various jurisdictions and group companies on corporate secretarial matters.   From Oct 2008 – Jun 2013   * Report directly to Vice President, Investment * Handle a group of 41 Singapore incorporated companies independently * Liaise with external agents on secretariat work of 7 JV companies * Perform secretariat exercises such as incorporation, support tender submission, capital reduction, liquidation, * Organise Board of Directors’ Meetings, prepare board pack, ensure timely circulation to the Board , and draft minutes of Directors’ meetings * Prepare Directors’ and Shareholders’ Resolutions as per instructions from respective department (Finance, Treasury, Investments, Marketing etc) * Draft SGX announcement (establishment of subsidiaries, change of interest in Subsidiaries/associated companies, placing companies in liquidation and dissolution). * Assisting Directors to prepare S165 and S156 declaration.   (Reasons for leaving: Seeking more challenging portfolio) |
| Aug 2006 – Aug 2008 | **Corporate Secretarial Officer**  **(City Developments Limited)**   * Assist in handling corporate secretarial work for China Yuchai International Limited, a Bermuda incorporated company listed on NYSE with key subsidiaries in China. * Provide secretarial support to the other part of the portfolio -Hong Leong (China) Group of companies inclusive of 10 Singapore incorporated Private Limited companies, 11 offshore companies, and other Group’s subsidiaries and associated companies with overseas operations. * Organize board and audit committee meetings, prepare board papers, attend & record minutes of Directors’ and shareholders’ meetings, draft resolution and announcements, file statutory forms via bizfile and release announcements to SGX-ST. * **Co-ordinate and liaise with external corporate secretarial agents on corporate secretarial work of offshore companies**   (Reasons for leaving: widening of work exposure) |
| Nov 2004 – Jul 2006 | **Executive Assistant**  **(M&C Services Private Limited)**   * Support the senior executive to provide corporate secretarial services to her portfolio of more than 90 clients (including Pte Ltd, Foreign Branch & 1 Listed Company) * Draft resolutions of directors and shareholders * Update minute books and registers (using Viewpoint) * Draft letters to clients on compliance matters * Follow up with clients/auditors on filing deadlines * Ensure timely filing of AGM/others documents * Issue share certificates * Work Pass Application   (Reasons for leaving: To take up more responsibilities and gain more experience in non-routine tasks.) |
| Jan 2004 – Oct 2004 | **Corporate Secretarial Assistant**  **(Wan Consultants Pte Ltd)**   * Drafting relevant resolutions * Incorporation of companies, register new businesses * Bizfiling with ACRA * Maintain statutory books and records * Application of Trademark/ CR No./ AVA License/ CPF Registration * Work Pass Application   (Reasons for leaving: M&C Services Pte Ltd is more structured with better guidance in terms of its secretarial practice.) |
| Jan 2001 – Dec 2003 | **Private Tutor**   * Educated young minds on subjects such as English, Mathematics, Science & Chinese   (Reasons for leaving: Wanting to re-enter corporate arena.) |
| May 1994 – Aug 1997 | **Accounts Assistant**  **(L&M Proceq Technology Pte Ltd)**   * Accounts Payable, Accounts Receivable using ACCPAC Dos & Windows * Inventory and Credit Control, Petty Cash Control * Inter-company Accounts Reconciliation, Bank Reconciliation   (Reasons for leaving: Took up full time degree course offered by RMIT university, Australia in conjunction with SIM.) |
| Jun 1991 – Jan 1994 | **Junior Litigation Secretary**  **(Sant Singh & Partners)**   * Provide secretarial support to litigation lawyers * Assist Chief Clerk in Court Filing * Interim and final billing to clients   (Reasons for leaving: Sant Singh & Partners merged with Chor Pee & Co, and I was keen to try out accounting position.) |

# SKILLS AND ATTRIBUTES

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| Software Knowledge | Microsoft Word, Excel, Viewpoint, BoardVantage |
| Skill Traits | Resourceful with good problem solving skills, Able to work within tight deadlines, Able to work independently as well as within a team |
| Personal Attributes | Meticulous and Organized, Diligent, Responsible & Independent |

# INTERESTS

TCM, Yoga, Brisk Walking, Jogging, Cycling and Reading

# Expected Salary

S$ 98,000 per annum (negotiable).

# DATE OF AVAILABILITY

Immediate