\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Personal Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : Frances Robinson

NRIC : S8023A47/B

Date Of Birth : 13th August 170

No. of Dependants : 3

Nationality : American

Race : Chinese

Address : 536 Riverwood Drive, Sacramento, CA 95814

E-mail : [jeanchoong@yahoo.com.sg](mailto:jeanchoong@yahoo.com.sg)

Contact number : 81180883

Objective

To pursue a career with attained skills and experience.

EDUCATIONAL QUALIFICATIONS

**Highest Qualification**

**Bachelor of Arts (Honours) (BA (HONS)) Business With Law with Second Class Honours (Lower Division) Northumbria University**

**Other Qualifications**

**Currently pursuing ICSA**

**Advanced Diploma in Management – Kaplan Higher Education Institute**

**LCCI Level 3 Private Secretary’s Diploma**

**GCE ‘O’ Levels**

LANGUAGE SKILLS

1. English (Spoken & Written)
2. Chinese (Spoken & Written)
3. Hokkien (Spoken)

COMPUTER SKILLS

Internet Savvy and versed in –

* Microsoft Words
* Microsoft Excel
* MYOB
* Viewpoint

PERSONAL STRENGTHS

* Confident, Self Motivated & Initiated
* Ability to work independently as well as work in a team
* Resourceful and Self-Initiated

WORKING EXPERIENCE

**Employer : Telok Partners Pte Ltd**

Industry : Corporate Services

Location : Singapore

Reporting To : Director

Period : June 2017 – Current

Current Position : Corporate Secretarial Manager

Main Duties

* Handling a portfolio of Singapore Private Companies on all aspects of corporate secretarial

matters.

* Due Diligence and Know Your Client procedures

**Employer : ASTE Corporate Services**

Industry : Corporate Services

Location : Singapore

Reporting To : Owner

Period : September 2016 – May 2017

Current Position : Head of Corporate Services and Business Development

Main Duties

* Managing a team of 2 members
* Handling a portfolio of Singapore Private Companies on all aspects of corporate secretarial

matters.

* Due Diligence and Know Your Client procedures
* Business Development

**Employer : VISTRA (Merger with Orangefield)**

Industry : Trust, Fiduciary & Corporate Services

Location : Singapore

Reporting To : Director

Period : March 2016 – September 2016

Current Position : Manager, Corporate Secretarial

Main Duties

* Managing a team of 8 members
* Handling a portfolio of Singapore Private Companies on all aspects of corporate secretarial

matters.

* Due Diligence and Know Your Client procedures

**Employer : Orangefield Trust Singapore Pte Ltd (Merger with Vistra)**

Industry : Trust, Fiduciary & Corporate Services

Location : Singapore

Reporting To : Director

Period : November 2013 to Current

Current Position : Senior Corporate Secretarial Executive

Main Duties

* Liaising and advise client on company formation, company statutory administrations,

work passes and other aspects of corporate secretarial matter.

Handling corporate secretarial aspects of Fund Entities, Singapore and Offshore companies such as :

* Prepare corporate documents such as board, shareholders, investment resolutions and minutes relating to the business of the funds group of entities. - Assist with completing and coordinating documentation closings for business transactions.
* Incorporations of Companies/Registration of Businesses
* Striking off of Companies
* Preparation of Board Resolution & Minutes
* Assisting with Bank account opening
* Maintaining Minute Books and Registers
* Annual Compliance Reviews
* Assistance with opening of bank accounts
* Legalisation of documents with embassies
* Due Diligence and Know Your Client procedures
* Application of Employment Passes
* Reviewing of draft work prepared by team members.

Key Achievements

* Proven track of work competency. Promoted to Manager position within the company during the Merger with VISTRA.

**Employer : Asiaciti Corporate Services Pte. Ltd.**

**(Related Company – Asiaciti Trust, Singapore)**

Industry : Trust, Fiduciary & Corporate Services

Location : Singapore

Reporting To : Trust Manager

Period : February 2011 to September 2013

Current Position : Senior Trust & Corporate Officer

Key Achievements

* Demonstrates independency in handling a portfolio of local & offshore client
* Proven track of work competency. Promoted to Senior position 16 months with the company

Main Duties

* Liaising and handling with aspects of corporate secretarial matter for a portfolio of

Singapore and Offshore companies such as :

* Incorporations
* Liquidation / Striking off of Companies
* Preparation of Board Resolution & Minutes
* Assisting with Bank account opening
* Maintaining Minute Books and Registers
* Annual Compliance Matters
* Assistance with opening of bank accounts
* Legalisation of documents with embassies
* Due Diligence and Know Your Client procedures
* Setup of New Trust and related administration work of a Trustee Company
* Billing and monitoring of payments
* Leading 2 junior officers, providing on the job guidance to groom them for further opportunities .

**Employer : New Frontier Consultants Pte Ltd**

Industry : Accounting & Corporate Secretarial Services

Location : Singapore

Reporting To : Director

Period : August 2003 to December 2010

Promoted twice in company within a period of 7 years.

Current Position : Secretary

Period of Post : 1st February 2008 to December 2010

Key Achievements

* Demonstrates analytical skills and problem solving skills to achieve corporate objectives
* Displays initiation in acquiring new skill to face new demands in job scope

Main Duties (in addition to existing duties from previous position)

* Supervising work flow of staff
* Liaising with customers in view of their requirements for our services
* Provision of quotations for services provided
* Monitoring of statutory deadlines

Other Duties

* Preparation of financial statements and simple tax computations (personal and corporate)

September 2005 to January 2008

Position : Secretarial Cum Accounts Co-ordinator

Aug 2003 to August 2005

Position : Admin Cum Accounts Co-ordinator

Job Duties : General Admin Duties, Admin Aspects of Corporate Secretarial matters, preparation of resolutions and minutes, managing and maintaining secretarial records and registers

Other Duties : Debtor Listings, Credit Control, Data Entry, Invoicing, Preparation of correspondences.

**B.S. Lim & Co. (Associated with New Frontier Consultants Pte Ltd)**

Sep 2002 to Jul 2003

Position : Receptionist

Last Salary : S$1350

Job Duties : Answering Phonecalls, General Admin Duties, typing of audit reports,, sending mails and arranging courier, banking of cheques, purchase of office refreshments

**Frames & Lenses Pte Ltd**

Jan 2002 to Jun 2002

Position : Admin Assistant

Last Salary : S$1250

Job Duties : Admin Duties and Data Entry

**CWT Globelink Pte Ltd**

Mar 2001 to Dec 2001

Position : Accounts Assistant

Last Salary : S$1200

Job Duties : Accounts Payable

OTHERS

Expected Salary : S$6,500

Notice : 1 month