

## **MY CURRICULUM VITAE**



**Name** : Shiyamalla Mohan

**Address** : Woodlands

**Contact** : 8683 8303

**D.O.B** : 08/03/1985

**Age** : 31 Years Old

**Marital Status** : Married

**Qualifications** :

- \*'O' Levels
- \*'Certificate in Office Skills'
- \* IT Power Basic
- \* Certified Estate Agent Certificate
- \* WDA Literacy and Numeracy
- \* Microsoft Powerpoint Certification
- \* **CEI (Key Appointment Holder)**  
–Newly achieved on 7<sup>th</sup> March14. (Course only)

### **Work Experiences**

**1) Passenger Service Assistant ( SIA)**  
From: January 2003 - December 2004

Managed and served passengers at the departure check-in counters and assisted arriving passengers with enquiries. Attend to phone calls, regarding lost items, baggage and resolve the problem for the passengers. SIA is very particular about appearance, we have to be presentable and well-groomed at all times. Attended the in house SIA Grooming course and learned about the protocol in case I was required to attend to emergency situation. In addition to my other duties, I had another important task and that is to ensure passengers passport validity and visa requirements.

2) **Guest Service Assistant (Changi Village Hotel, Le Meridien)**

From: 1<sup>st</sup> January 2005–30<sup>th</sup>December 2005

I was stationed at the Front Desk to serve guests when they checked in and checked out, and assigned them to their preferred type of rooms or packages. Handle phone enquiries, reservations, and internet bookings. I was also involved in promoting rooms and function halls and provide attractive packages for major events like weddings, company annual dinner & dance and seminars. In addition to the above duties, I had to support other departments when there was a shortage of manpower and multitask.

3) **Real Estate Associate ( Global Real Estate Services Pte Ltd)**

From: 1<sup>st</sup>January 2006 – 30<sup>th</sup>December 2009

Assisted potential sellers and buyers in sourcing private residential and HDB properties and explained the complete process of the transaction and responsibilities. Draw up financial plans for my clients to prepare them for the purchase or sale of their properties. Market their properties according to their special features or demands. I also provided services required for their property, relating to cleaning or repair and purchase of certain important items for the property.

4) **The Henley Group Pte Ltd (Business Assistant)**

From: 1<sup>st</sup>January 2010 –31<sup>st</sup> August 2010

I managed and organised the entire office administration The Company is a financial advisory firm. I also handled all Clients' documents, for processing and data updates. I also did simple accounts and handled petty cash transaction. I entertained client queries and attended to all incoming Emails. I had to liaise with the relevant consultants in regards to their appointment changes.

5) **FPS Global Logistics Pte Ltd (Import Assistant) – Temp Position**

From: 2<sup>nd</sup> September 2010 – 30<sup>th</sup>September 2011

I provided administrative and supportive duties. Constantly updating Information for Containers and Vessels movements. Interacting with clients on payments and procedures. Performed Simple accounting and other admin duties.

6) **PropNex Realty**

From: 8<sup>th</sup> October 2011 – 28<sup>th</sup> February 2013

I assisted consumers in their transactions when they intend to purchase, sell or lease properties. I have attained a Professional Certificate in Estate Agency and I am in a position to transact officially.

7) **Atlantic Gulf & Pacific Singapore Pte Ltd**  
**Administrator & Project Coordinator**  
From: 14<sup>th</sup> May 2013 – 18<sup>th</sup> April 2014

AG&P is an international Company with head-office situated in the Philippines catering mainly to Fabrication of Offshore Structures, Engineering Services and supported by a Technical Manpower Division.

I am in charge of the entire office administration and my duties are as follows.

- Short listing, co-ordination, scheduling & interviewing candidates to assess skill match.
- Conducting telephonic or personal interviews with the candidates and getting preliminary information regarding salaries, availability, Notice period
- Submission of Short-listed profiles & scheduling Interviews of the short-listed candidates with the relevant Technical Head.
- Salary and Notice period negotiation and follow up with the candidates till they join the organization
  
- Conduct Induction for the new employees to make them aware of the organization policies, procedures, facilitating their interaction with different functional heads of the different departments.
- Handling various issues/queries related to various HR departments.
- Maintain records of employees and status change i.e. Confirmation, Probation.
  
- Apply, renew, cancel Work Permit, S-Pass and E-Pass
- Assist with payroll calculation
- Assist in preparation IR8A and IR26 forms.
  
- Compile monthly timesheets and verify accurate working hours.
- Assist in doing monthly billing
- Coordinator mobilization & demobilization of contractors
  
- Handle special projects as and when assigned by Managers
- In charge of entire office Administration functions and updating policies regularly as per Management's instructions.
- Provide full support to the Engineering Team by preparing quotations, calling suppliers and confirming our pricing is very competitive and attractive.

8) **Pure Commerce S Pte Ltd**  
**Admin Executive (PA)**  
From: 21<sup>st</sup> April 2014 – Till to date

Pure Commerce provides powerful on-demand financial and payment solution designed specifically for Acquirers.

I am in charge of overall administration duties for Singapore and our branches around the world and my duties are as follows:

- I am also involved in the HR perspective to assist in interviews and placements.
- My duties include applying of Visa and work passes.
- Arranging flights and accommodation for staff and Executives.
- Staff claims using the Concur software.
- Accounting duties such invoicing, PO / DO, cost management, budgeting, billing and purchasing.

- Negotiating with vendors for products or services.
- Collate reports / Research / Analysis (Sales), keeping track of transactions and doing researches for the need of the sales director.
- Handle legal documents / contracts, vet through details to ensure accuracy of all information before endorsement.
- I have coordinated corporate events on management level for the company liaising with external partners and clients.
- Arrange meetings and conference calls worldwide.
- Being the Executive Assistant to the CEO / SVP and GM, I assist in all their essential needs related to their business needs efficiently proactively.

9) **Lynx Analytics Pte Ltd**  
**Mission Operations – Admin Executive**  
 From: 29<sup>th</sup> March 2016 – Till to date

- - Admin Operations
- - Employee Benefits
- - Event Management
- - Calendar Management
- - Travel Management
- - Visa Application
- - Procurement
- - Staff Onboarding
- - Logistics
- - Process Implementation
- - Legal documentation / Policies
- - Cost control
- - Negotiation with vendors
- - Research / Analysis for various sectors

### **My Hobbies**

My passion is singing, dancing and social service. I love interacting with people from all walks of life. I am a volunteer with ACRES to save the animals wherever and whenever possible.

### **A little about me**

I'm an outgoing and a bubbly personality. I take every duty seriously and make sure it's done correctly. I'm social, therefore I have never had any misunderstanding with any of my colleagues. I wish to be in a career that has prospects for me in the future. My dream is to travel around the world. I wish to upgrade myself as much as possible whenever given the opportunity.

**Shiyamalla Mohan**

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