

## **JOB APPLICATION FORM**



POSITION APPLIED FOR : CORPORATE SECRETARIAL ASSOCIATE

### **PERSONAL INFORMATION**

Full Name :	ALICE HUANG SING YIE
NRIC / Passport No. :	K55642565
Nationality :	MALAYSIAN
Residential Address :	BLK489B CHOA CHU KANG AVENUE 5 #09-207 Singapore 682489
Contact :	93877856
Email :	alice_huang93@hotmail.com
Date of Birth :	1993-12-31
Gender :	Female
Race :	CHINESE
Marital Status :	SINGLE

### **ACADEMIC QUALIFICATION**

Date		Schools / Institution Attended	Qualifications Obtained	Subjects / Grade
Form	To			
2012-10-15	2016-05-11	MULTIMEDIA UNIVERSITY, MALACCA CAMPUS	Bachelor's Degree	BACHELOR OF BUSINESS ADMINISTRATION (MARKETING MANAGEMENT)
2011-06-01	2022-10-01	MULTIMEDIA UNIVERSITY , MALACCA CAMPUS	Professional Certificate/NiTEC	FOUNDATION IN MANAGEMENT

## MEMBERSHIP OF SOCIAL OR PROFESSIONAL BODIES

Date		Qualifications / Awards Obtained	Awarding Institution
Form	To		
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## EMPLOYMENT HISTORY

Date		Company Name	Position Held	Nature of Duties	Reason for Leaving
Form	To				

2018-05-15	2022-05-11	CFM PTE. LTD.	Corporate Secretarial Executive	<p>Handling full spectrum of corporate secretarial duties including company incorporations, striking-off of companies, preparation of directors'/ shareholders' resolutions for on-going corporate secretarial matters for clients, opening bank accounts, change of signatories, change of company name, increase of capital, and acceptance of banking facilities etc. - Follow-up with client on the return of documents and forms and ensuring submission of statutory forms and documents to the Accounting and Corporate Regulatory Authority and IRAS within the stipulated deadline. - Assist to draft directors or shareholders' resolutions, minutes of shareholders' meetings (annual general meetings and extraordinary general meetings) - Attend to routine of officers, share transfer and allotment, maintain and update company statutory records / statutory registers, remind clients on deadline of holding Annual General Meeting. - Prepare XBRL - Maintain Statutory Register using BGL (CAS) - Conduct due diligence check on new and existing clients</p>	Looking for better career prospects and work opportunities
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2016-05-02	2018-03-01	LAU HOI CHEW & CO	Secretarial cum Administrative Assistant	Assist in managing portfolio of companies and handle full sets of corporate secretarial duties such as company incorporation, striking off, assists in allotting and issuing shares, drafting of board resolution and minutes, change of register office, change of principal activities etc - Updating and maintaining statutory records Prepare and submission of Annual Return to Companies Commission of Malaysia (SSM) - Provide corporate secretarial support and assistance to the team - Handling administrative matters (Arrange courier, Filing, Answering phones & scheduling appointments, follow up and liaise with clients)	Looking for better career prospects and work opportunities
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**PARTICULAR OF IMMEDIATE FAMILY MEMBER**

Name	Relationship	Age	Occupation
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CHARACTERS REFEREE

Name	Address	Contact	Email	Profession	No of years known
-	-	-	-	-	-

LANGUAGE PROFICIENCY

Language	Spoken	Written	Read
Bahasa Malaysia	8	8	8
Chinese	9	7	8
English	8	8	8

REMUNERATION

Current salary	2,700.00
Expected salary	3,400.00

OTHERS

1. Tell us a little bit about yourself?

I have been working as corporate secretarial executive for 4 years in Singapore.

2. Why do you want this job?

This job is a good fit for what I've been doing now and enjoying throughout my career.

3. What are your greatest professional strengths which is NOT the standard answer found on any job portal, such as you are fast learner, hard worker, etc?

My greatest professional strength is team-oriented. I can coordinating well with team members, co-operating with them

4. What do you consider to be your weaknesses?

Lack of Organization.

5. What is your greatest professional or academic achievement?

Complete my Degree course.

6. Tell us about a challenge or conflict you faced, and how you dealt with it?

The most challenging thing I faced is request documents from client , especially foreign client. Usually I will keep send them reminder by email or call them to get the necessary documents.

7. Where do you see yourself in five years?

Working in an esteemed organization with a positive work environment can be rewarding. I can see myself growing at the position I am working on.

8. Why are you leaving your current job? (if applicable)

I am looking for better career opportunities.

9. What are you looking for in a new position?

To learn new things in this industry.

10. How would your boss and co-workers describe you? (if applicable)

11. How do you deal with pressure or stressful situations?

I will try to react to situations rather than to be stress. For example, when I deal with some exercise with tight deadline, I focus on the task at hand rather than feeling stress or pressure.

12. How do you get to know us?

From Jobstreet