



Complete Corporate Services Pte Ltd

Complete Corporate Services

Our Strength. Your Numbers.

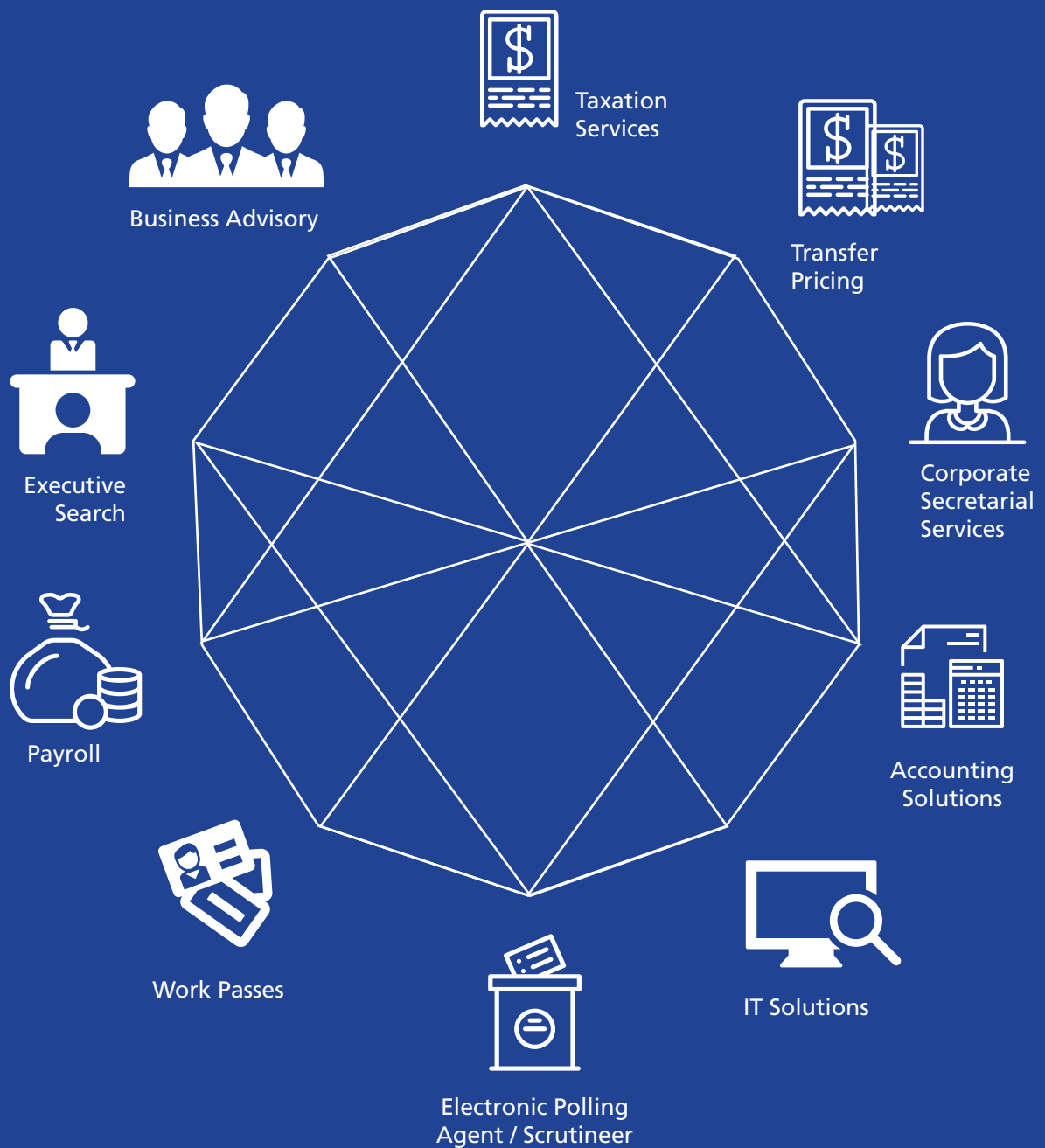
Careers Brochure



About Us

Complete Corporate Services is one of Singapore's leading integrated business solution provider. We help companies manage their back-end functions while they concentrate on achieving the sustainable success they desire using innovative technology and tailored and pragmatic solutions for our clients.

Our Services & Expertise



Taxation Services

As a business owner, every transaction you plan to make may have direct or indirect tax consequences. To achieve tax efficiency so as to enhance your return on investments, it is advisable that various tax issues be considered alongside the planning and structuring of your business. The tax landscape is changing at a rapid pace and expert advice is essential to mitigate tax risk and maintain profitability. We can assist you through our comprehensive tax compliance and tax advisory services to minimise your effective tax burden.

Transfer Pricing

Transfer pricing is also a key area with Singapore's guidelines being generally aligned with OECD principles. To this end, we can assist you in the formulation of your transfer pricing strategy and planning including application of the arms' length principle, preparation of contemporaneous documentation where required and conducting the relevant benchmarking studies.

Corporate Secretarial Services

All business in Singapore, whether in the form of companies, foreign companies, limited liability partnerships, partnerships or sole proprietorships need to comply with strict rules laid down by the Accounting and Corporate Regulatory Authority (ACRA). Our wealth of experience, high degree of technical knowledge and understanding of up-to-date compliance requirements ensure specialised, effective and efficient care of both routine and extraordinary company matters.

Accounting Solutions

Singapore companies are required to maintain proper bookkeeping records and accounting documents in accordance with the Singapore Financial Reporting Standards (SFRS). We will assist in preparing full sets of management accounts on either a monthly, quarterly or annual basis. Through the use of Xero, our cloud-based accounting platform, you will have access to your accounts anytime, anywhere.

IT Solutions

Today's hyper-fast and dynamically changing environment does not pause for innovation or tolerate lower than expected user experiences. In order to compete in today's environment, companies need to reassess and re-evaluate the way they do business. Agile, efficient, and cost-effective technology solutions are critical for companies looking to drive innovation and high performance.

Electronic Polling Agent / Scrutineer

All resolutions at general meetings of SGX-listed companies are required to be voted by poll. Our sophisticated electronic poll-voting system is suitable for poll-voting at general events of all sizes to facilitate efficient registration and deliver timely and accurate voting results. Our electronic poll-voting system can also be used for Creditors' Meetings, MCST General Meetings, Clubs and Associations. We also offer independent Scrutineer services for both manual and electronic polling.

Work Passes

Foreigners who plan to work in Singapore require a valid pass (i.e. work visa) before being able to start work. Let our team advise you on choosing and applying an eligible visa or work pass that best suits your business needs.

Payroll


Administering payroll and ensuring that it complies with the ever-changing regulatory requirements can be complex and would require expert consultation and support. By outsourcing your payroll function to us, you will no longer have to manage the payroll of your entire staff force or worry about the confidentiality of employees' data.

Executive Search

Our executive search arm provides the full cycle of recruitment with focus on searches from middle management to C-suite executives. We adopt a search methodology that enables us to run assignments successfully across multiple industries including niche areas of businesses. Clients can expect to find and hire the right talents who will be able to drive and achieve the company's business goals.

Business Advisory

Successful organisations need a range of advisory services to support their long term growth plans. By developing an in-depth understanding of your business and the issues and challenges that you face, our advisory team use local and global knowledge to serve your needs.

A photograph showing several people's hands stacked together in a circle on a wooden table. The hands are of various skin tones. In the background, there are business documents, charts, and a coffee cup. The scene is brightly lit, suggesting a professional meeting or collaborative work environment.

“We have a committed and efficient team who work quickly and responsively to enable clients to execute at the fast pace they require...”

Career With Us

A team of highly experienced and knowledgeable staff members

Complete Corporate Services and its associates are approximately 200 strong. Our associate company, Moore Stephens LLP, Singapore is a member firm of Moore Global Network Limited ('MGNL'), which is regarded as one of the world's leading accounting and professional services association.

Whether you are a new graduate or a mid-career professional looking for Singapore career opportunities, Complete Corporate Services offers many career opportunities. We seek individuals who are willing to learn and are capable of delivering a suite of services to clients. Being one of the leading medium sized professional service companies, we consider ourselves as one closely knit family. At Complete Corporate Services, apart from having the opportunity to work on large complex engagements, we are also committed to provide personal attention and rapid recognition of your abilities.

Our Work Culture

At Complete Corporate Services, we are committed to help you chart your career path based on your strengths as we believe diverse perspectives, skills and talents of our people contribute to our overall success. We encourage a culture in which the directors, managers and seniors serve not only as supervisors, but also as coaches and mentors to everyone who joins the company. Our goal is to ensure that Complete Corporate Services is a workplace where everyone can contribute, grow and thrive.

We encourage open-minded, collaborative mindsets which foster fresh thinking and inspire visionary solutions to client problems. We also believe in life beyond work and make real-life success possible in helping you achieve your professional goals while meeting personal commitments.



“Endless opportunities provided for your career development needs”

Career Pathways

Internship

Every year, Complete Corporate Services recruits interns from all local universities and polytechnics. During the selection process, we will evaluate not only based on academic results, but also consider a combination of other competencies. You will also be given the opportunity to demonstrate how fast you think on your feet and work with others to resolve issues.

Complete Corporate Services welcomes applications to our Internship Program from all local universities and foreign institutions.

Graduate Opportunities

A career with Complete Corporate Services gives you the unparalleled advantage to work in a diversified organisation whose clients are industry leaders and whose professionals are recognised as experts in their field.

Our graduate programme is tailor-made for graduates who are keen to pursue a career in professional services. You will enjoy our open and friendly culture, and the chance to work with and learn from our outstanding professionals. In addition, you will interact and work with top tier clients and seek out the latest and best solutions for our clients.

From the supportive and collaborative culture to the opportunities for career progression, it is easy to see why Complete Corporate Services is the company of choice.

Experienced Opportunities

Complete Corporate Services provides professional services to support and enhance value for its clients and their stakeholders. Our combined resources offer unparalleled breadth and depth of expertise for our valued clients.

Professionalism and positive people relationships are characteristics we look for in the individuals to be part of our service team. Our goal is to establish a long-term relationship with you and you will find a challenging career path that is clearly pointed towards growth and opportunity. Wherever your aspirations lie, if you have the drive and determination to help our clients succeed, we will help you realise your professional and individual ambitions.

At Complete Corporate Services, we recognise that your contributions will drive our success to greater heights. In our commitment to help you advance in your career, we offer:

- Challenging work opportunities
- Continuously learning to grow individually and professionally
- A diversified work culture

You will be part of a culture that is focused, collaborative and inspirational. Together, we will work to make a difference for our clients.

For more information on career opportunities or available job positions with us, visit: www.complete-corp.com.sg/careers

Complete Corporate Services

Complete Corporate Services is one of Singapore's leading integrated business solution provider. We help companies manage their back-end functions while they concentrate on achieving the sustainable success they desire.

Our company firmly believes in using innovative technology to offer uniquely tailored and pragmatic solutions to our clients. With our team of qualified professionals who are also dedicated in their work, we ensure effective and efficient service delivery.



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