

JESSICA TAN

FINANCE MANAGER



PERSONAL INFORMATION

Tel: 9769 2228 – **Email:** jytan_11@yahoo.com.sg – **Nationality:** Singaporean



EXECUTIVE SUMMARY

- Chartered Accountant handling full spectrum of accounting and finance function
- Overall management and supervision of the Accounts & Finance operations in addition to providing financial advisory and analysis to senior management team on operational, strategic business and investment issues
- Effective developer of solutions to business challenges
- Proven track record in harnessing technology to streamline accounting operations and improve work productivity
- Strong business partner who helped drive performance improvement through insightful analysis and reporting
- Excellent interpersonal skills towards building relationships at all organisational levels. Proactive manager and team builder



KEY SKILLS

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| • Financial & Management Accounting | • Consolidation |
| • Month-end and Statutory Reporting & Analysis | • Tax Planning, PIC Claims, Withholding Tax Filing |
| • Financial Budgeting & Forecasting | • GST Reporting |
| • Financial Modelling | • Change Management |
| | • Internal Controls, Tax & Regulatory Compliance |
| | • Auditing |
| | • Investment Appraisal, Project Viability |



PROFESSIONAL EXPERIENCE -----

FINANCE MANAGER

May 2014 - Present

THE WORKING CAPITOL, SINGAPORE

- Reporting to the Group CEO and overseeing the entire financial function of 10 group entities, spanning co-working and co-living businesses with revenues in excess of 20 million SGD
- Responsible for all aspects of financial reporting and regulatory compliance, including consolidation, financial and cost control, inventory control, credit management, tax planning, treasury, risk management, budgeting, internal controls and corporate governance compliance
- Develop and implement internal control policies and procedures, by way of systems that will improve the overall operation and effectiveness of the corporation
- Review annual operating budgets, cash budgets, capital expenditure spending, investment plans and strategic business plans. Track actual business performances against budgets, analyze and investigate major variances
- Provide insight on performance metrics
- Assist Group CEO in the review of potential investments, business development and ad hoc projects
- Arrange different sources of finance and ensure adherence to loan covenants
- Liaise with lending institutions, auditors, tax authorities, lawyers, corporate secretary
- Ensure compliance with tax legislations and to minimize group tax exposure through legitimate tax planning, in consultation with external professional tax advisors
- Full Human Resource spectrum
- Provide training and guidance to junior team members, building up lean and professional team able to work independently
- Establish and maintain strong working relationships with culturally diverse internal team spread across multiple locations

Significant Highlights

- Set up Finance, Operations and HR functions as part of pioneer staff
- Spearheaded implementation of accounting system and e-banking to provide improved timeliness of reporting, increased team productivity and better management of company cash flows
- Attain buy-in from internal stakeholders and drove implementation of Customer Relations Management software, successfully reducing reporting lapses, human error and improving efficiency and productivity of business functions
- Developed Standard Operating Procedures for site staff as framework for achieving operational excellence
- Devised internal controls over areas such as procurement, successfully generating substantial cost savings
- Tax planning resulting in improved company cash flows
- Devised due diligence procedures in recruitment, successfully reducing staff turnover and improving employee satisfaction

HOMEMAKER

Sep 2012 – Apr 2014

TIANJIN, CHINA

- Accompanied husband on job posting to China

INTERNATIONAL PROPERTY SALES CONSULTANT

Apr 2011 – Aug 2012

JLL, SINGAPORE

- Broking of London real estate to High Net Worth Individuals

RESEARCH ANALYST

Oct 2010 – Mar 2011

DMG & PARTNERS RESEARCH, SINGAPORE

- Equity research covering Real Estate Investment Trusts (REITs) listed on Singapore Exchange

ASSOCIATE

Jun 2008 – Jun 2010

PHILLIP JAPAN FUND MANAGEMENT (PHILLIPCAPITAL GROUP), SINGAPORE

- Investment management of Japan real estate fund of asset size 80 million SGD

FREIGHT SWAPS BROKER

Nov 2007 – May 2008

GINGA PETROLEUM, SINGAPORE

- Broking of Freight Forward Agreements

Mar 2000 – Oct 2007

SALES CONSULTANT

TAN CHONG MOTOR SALES, SINGAPORE

- Automobile sales

Aug 1998 – Feb 2000

AUDITOR

PWC, SINGAPORE

- Supported audit of clients across the Banking, Manufacturing & Construction industries



EDUCATION & PROFESSIONAL QUALIFICATIONS

- Certified Chartered Accountant (CA), Singapore, 2016
- Chartered Financial Analyst (CFA) – Passed Level I Exam
- Professional Diploma in ERP – In progress (Attainment expected: Nov 2017)
- Bachelors of Accountancy (Honours), Nanyang Technological University, 1998
- 'A' Levels, Raffles Junior College, Singapore, 1994



MISCELLANEOUS INFORMATION

- Languages: Fluent in English, Mandarin.
- Technical Skills: MYOB, SAP, Advanced Excel (e.g. Vlookup, Hlookup, Offset, Index functions), MS Office Suite
- Availability: 1 month's notice

References available upon request