

**Ms. Phoon Min Chee**

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**Nationality:** Singaporean

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## **WORK EXPERIENCE**

### **Deloitte & Touche LLP, Singapore**

**Nov 09 - Present**

- Serve in the Assurance practice of the firm providing assurance services to clients across various industries, including telecommunication, investment funds, retail shipping, trading and retail, investment holding and property investment and construction
- Provide leadership and guidance to team members and other specialists on client engagements
- Coordinate the audit and review of companies, ensuring the financial statements or other deliverables have been prepared appropriately and according to applicable framework and standards
- Effective communication with clients on financial performance and issues noted during the audit, including addressing queries, delivering quality work product and value-adding to clients
- Demonstrate adaptability by making personal adjustments to suit specific client needs and display essential project management skills by juggling several tasks within tight deadlines

Jan 15 – Present : Audit Manager

Jul 13 – Dec 14 : Audit Assistant Manager

Jul 11 – Jun 13 : Audit Senior Associate

Nov 09 – Jun 11 : Audit Associate

### **SC Mohan & Associates, External Audit, Intern**

**May 08 – Jul 08**

- Assisted in the testing and evaluation of the external audit projects, review of internal controls cycle and presented relevant findings to seniors -in-charge

### **Just Education Tuition Centre, Relief Teacher for Mathematics, Science and English**

**Apr 06 – Jul 06**

- Performed relevant research, planned and completed the write-ups for school's curriculums and syllabus
- Coordinated and conducted classes for all levels
- Assisted in the front desk and professionally handled customer queries and requests

## **PROFESSIONAL QUALIFICATION**

### **Institute of Singapore Chartered Accountants, Chartered Accountant (Singapore)**

**May 14 - Present**

## **EDUCATION**

### **Nanyang Technological University, Nanyang Business School**

**Aug 06 – May 09**

- Bachelor of Accountancy, Merit

### **Anderson Junior College**

**Jan 04 – Dec 05**

- Attained 2 Distinctions for 'A' Level examinations

### **Nan Hua High School**

**Jan 00 – Dec 03**

- Attained 6 Distinctions for 'O' Level examinations

## **LEADERSHIP, AWARDS AND ACHIEVEMENTS**

### **Deloitte & Touche LLP, Singapore**

**Jul 13 – Jun 14**

- Attained the applause awards presented by engagement partners for being proactive and responsive during work engagements, displaying professionalism in dealings with the client and leading to clients' group financial controllers being greatly impressed with the deliverables
- Attained the applause award presented by engagement manager for undertaking additional responsibilities and having shown determination and commitment at work
- Attained special recognition award presented by the firm for contributions to firm-wide activities in sports and events
- Assisted in the planning, coordination and execution for Deloitte IMPACT Day (in years 2010 to 2014), a corporate social responsibility initiative by the firm, which provides the platform for volunteering in events such as bringing elderly to Trick Eye Museum, Singapore, bringing the less privileged kids to experience sports in conjunction with Singapore Youth Olympics, interaction with kids with slower learning abilities, etc.