

Luo Lingyan

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WORK EXPERIENCE

Ernst & Young LLP

Jan 2016 – Dec 2016

Audit Associate

- Audited Banks and Insurance, including UOB Singapore, Nomura Singapore Limited, Union Bancee Privee, Liberty Insurance, RenRe, TransRe, UOI
- Audited Finance, HR departments in banks, and also Underwriting and Claims department in Insurance
- Held client meetings to discuss internal processes and document understanding of processes
- Reviewed clients' financial statements and MAS forms with data analytics

PwC

Financial Services Assurance Intern

Dec 2013 – Feb 2014

- Audited insurance and asset management companies including Aviva Ltd, First Capital Insurance Ltd, Ace Insurance Ltd, Macquarie Infrastructure Fund.
- Undertook external audit procedures
- Requested documents directly from clients and vouched the documents
- Assisting professional staff with Assurance assignments, including the drafting of standard letters and organising all necessary documents for despatch to the client.
- Assist Seniors and Assistant Managers in the preparation and casting of financial statements

CIMB

Human Resource Department

Jan 2011 – April 2011

- Chiefly responsible for supporting the administration of pay and leave requirements
- Assisted in benefits distribution within company
- Calculated salary for employees who left the job
- Adjusted leave balance for employees on HRIS system

EDUCATION

Singapore Management University

Bachelor of Accountancy

Aug 2011- Dec 2015

Exchange at HEC Paris

Raffles Institution (Junior College)

Jan 2009- Dec 2010

Raffles Girls' School (Secondary)

Jan 2005- Dec 2008

PROFESSIONAL MEMBERSHIP

Associate Member of ISCA (2016) ss

VOLUNTARY WORK

Habitat for Humanity (2012)

Contributed in local social outreach

- Periodic house-cleaning for elderly living in one-room apartment, one of which was infested with bedbugs

Uni-Y (2011)

Participated in Uni-Y camp challenge

- Support and care for a mentally-challenged buddy for 2 days, taking part in self-esteem and team building activities with my buddy

Food of love (2011)

Made mooncakes and deliver door-to-door to elderly in one-room apartments on mid-autumn festival

Raffles Community Leaders' Forum (2010)

Joined focused group for people with disabilities for 3 days

- Proposed to various NGOs on a project that can benefit people with disabilities

SKILLS

- Highly Proficient in Microsoft Office applications i.e Access, Excel, PowerPoint and Word
- Strong data analytics skills
- Excellent written and communication skills
- ABRSM Grade 8 piano and Grade 8 music theory

HOBBIES

- Running and Gymming
- Hiphop Dancing
- Playing the piano and Chinese flute