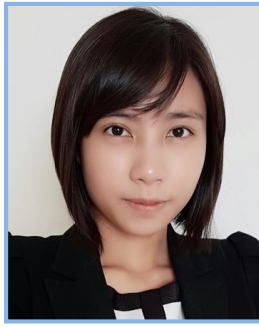


GOH YOKE SEE HAYLEY, CPA

(D.O.B: 10 Oct 1990)



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Nationality: Malaysian
Immigration Status: Singapore PR
Race: Chinese

CAREER OBJECTIVE

Aspiring accountant with 4 years of accounting experience looking for interesting and challenging position in a global portfolio with possible exposure to consolidation, financial planning & analysis ("FP&A") and financial reporting.

PROFESSIONAL MEMBERSHIP

Since January 2017	Level 1 candidate in the Chartered Financial Analyst ("CFA") program CFA Institute
Since January 2017	Certified Practising Accountant ("CPA") CPA Australia
July 2013 to December 2016	Associate CPA Australia

EDUCATION

Year 2011 to Year 2012	Bachelor of Accountancy Queensland University of Technology
Year 2009 to Year 2010	Bachelor of Commerce University of South Australia Taylor's University College
Year 2008 to Year 2009	South Australian Matriculation (A level equivalent) Taylor's University College
Year 2003 to Year 2007	Malaysia Certificate of Education (O level equivalent) SMK (P) Jalan Ipoh

EMPLOYMENT HISTORY

February 2017 to June 2017	Contractor Virgin Radio International Limited, Singapore <u>Accomplishments:</u> <ul style="list-style-type: none">Acted as the primary support for Senior Finance Manager to perform day to day accounting, financial month end reporting, balance sheet schedules and reconciliations.Adhered strictly to billing schedule and ensured completion of billing for minimum guarantee and top up service fee for all territory based on quarterly sales report received and service agreement.Performed timely and accurate working and reconciliation for quarterly Goods & Services Tax ("GST") return within stipulated submission deadline.Compiled and reviewed accounting and financial data in preparing monthly tax computation in accordance with both Singapore and Mauritius tax laws.Actively participated in annual auditing process from initial liaison with auditors on statutory accounts, preparation of audit confirmation and schedules to the review stage of audited financial statements.
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EMPLOYMENT HISTORY (CONT'D)

July 2014 to October 2016

Associate

Tricor Singapore Pte Ltd, Singapore

Accomplishments:

- Established trust and sense of reliability with both client and senior manager by independently stationed in client's office to deliver full set accounting to a Real Estate Investment Trust ("REIT") with portfolio of more than 50 local and overseas business units in accordance with Singapore Financial Reporting Standards ("SFRS") and United States Generally Accepted Accounting Principles ("USGAAP").
- Contributed to good customer services and received positive feedback from client regarding the ability to perform and demonstration of accuracy, attention to detail and timeliness in various recurring and ad-hoc tasks.
- Engaged in Singapore taxation compliance by preparation of tax schedule for tax agents, reconciliation and submission of quarterly GST return and providing support to tax agents during GST annual review.
- Actively contributed to continuous improvement processes through feedback on inefficiencies and practical suggestion on system improvement (Oracle's Peoplesoft) and taking initiative to perform User Acceptance Testing to facilitate implementation in production.
- Identified redundancies in quarterly recharge of employee Time & Entertainment expenses between intercompany and henceforth formulated improvement procedure to decrease of the need of intercompany billing by 60%.
- Compiled Standard Operating Procedure to ensure business continuity in providing quality and uniform service to client and volunteered to extend notice period in ensuring successor is adequately trained to fulfil responsibilities aligned with client's expectations.
- Portrayed appropriate level of communication and interpersonal skills to work closely with client and both their internal and external customers from diverse cultures and geographies.

March 2013 to May 2014

Auditor

NSC & Associates PAC, Singapore

Accomplishments:

- Able to work independently to conduct audit fieldworks, compile audited findings and prepare audited financial statements for partner's review within the first 2 months of job commencement.
- Demonstrated consistently in achieving Key Performance Indicators by finalizing more than 50 audit cases, on the average of one case per week during the course of employment.
- Acquired diversified exposure on analysing financial statements and operational data of various small medium entities from different industry sectors e.g. trading, manufacturing, construction, shipping, charities and investment holdings.
- Secured the chance to assist Audit Partner on his travel to overseas for audit review and fixed assets sighting of client's foreign subsidiaries in West Africa within the first 6 months of employment.
- Entrusted to supervise and guide one of the junior associate on audit process and assessed his performance for engagement reviews within the first 9 months of employment.

September 2012 to March 2013

Accounts Executive

Cuestar Industry (S) Pte Ltd, Singapore

Accomplishments:

- Ensured proper cut off and completeness of invoice billings according to Percentage of Completion by working closely with Project Managers on contract documents, variation orders and other additional services-related.
- Performed accurate allocation of costs and workers billable hours to difference projects in the preparation of Work in Progress schedule.
- Timely preparations of salary and overtime computation to ensure monthly pay check are delivered to workers without delay.

EMPLOYMENT RELATED SKILLS

Computer and IT	<ul style="list-style-type: none">▪ Oracle Peoplesoft▪ Yardi Voyager▪ Quickbook▪ Microsoft Excel▪ Microsoft Word	Advanced Advanced Advanced Intermediate Intermediate
Languages	<ul style="list-style-type: none">▪ Mandarin▪ English▪ Malay	Native Professional working proficiency Professional working proficiency
Key Skills & Behavioural Competencies	<ul style="list-style-type: none">▪ Self-driven and devoted to excellence in all tasks given.▪ Analytical and methodical when approaching problems.▪ Inquisitive and committed to continuous professional development.	

REFEREES

Yap Hui Theng

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