

# CHARMAINE SEAH WAN LIN



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## PROFESSIONAL SUMMARY

Passionate and conscientious Assurance Associate adept at implementing an objective and analytical approach to audit procedures. Thus, complementing audit methodologies to ensure audits are effectively executed.

## EXPERIENCE

Foo Kon Tan LLP

Sept 2015 - Present

### Assurance Associate

- Led the engagement team in the financial audits of a not-for-profit organisation and trading company with audit fees amounting to \$54,500 from planning till completion stage.
- Engaged in the financial audits of public and private companies in various industries, such as manufacturing, property development, investment holding and freight forwarding.
- Assisted in the preparation of the Salient Features Memorandum to communicate significant audit findings to management.
- Tested the design and effectiveness of internal controls by completing walk-throughs and test of controls.
- Involved in the consolidation works for public companies.
- Provided guidance to junior associates and interns on audit procedures during fieldwork.
- Awarded an overall appraisal score of above 3 (ie. "Exceeds Expectations") in 2016.
- Represented the firm in the 2016 ISCA games (Darts and Badminton).

Far East Organization

Jun - Sept 2014

### Internal Audit Assistant (Internship)

- Assisted in the design and execution of audit tests to identify reportable issues and provide comprehensive recommendations to mitigate deficiencies noted.
- Performed analytical review of management accounts and investigated major discrepancies between projected and actual results.
- Ensure businesses under the group are operating in compliance with the relevant policies.

Toshiba Capital (Asia) Ltd

Mar - Jun 2013

**Contract Accounts Assistant, Accounts Payable Department**

- Analysed bills and allocated expenses to the respective accounts and cost centres.
- Verified supplier invoices and issued cheque payments subsequently.

MTU Engineering (Suzhou, China)

Mar - Apr 2012

**Accounts Assistant (Internship)**

- Awarded Distinction in the Overseas Industrial Training Programme.
- 1 of the 25 students selected to represent Singapore Polytechnic for this prestigious programme.
- Recorded journal entries to the accounting software.
- Responsible for generating daily sales invoices.
- Accustomed to China's fast-paced corporate culture.

Singapore American School

Sept - Oct 2011

**Contract Accounts Assistant**

- Issued receipts and managed student billings.
- Performed monthly bank reconciliations.

**EDUCATION**

**ACA Qualification**

Institute of Chartered Accountants in England & Wales (ICAEW) | *Currently pursuing*

**Bachelor of Science (Hons) in Accounting & Finance**

University of London, Singapore Institute of Management | *Aug 2015*

**Diploma in Accountancy**

Singapore Polytechnic | *Mar 2013*

**SKILLS**

- Competent in Microsoft Office Suite and SAP Accounting System
- Adept in CaseWare Analytics and IDEA Software
- Strong interpersonal skills
- Able to communicate effectively with various kinds of clients
- Proficient in English, Mandarin and Cantonese