

# Lee Hanni

Block 933A Hougang Avenue 9, #09-108, Singapore 531933

(65) 9176 5832

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## PROFESSIONAL SUMMARY AND OBJECTIVES

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Responsible and meticulous Certified Practising Accountant, Australia with six years of experience in full set of accounts, variance analysis, budgeting and forecasting, as well as year-end audit and preparation of financial statements.

Seeking to use my past experience and technical skills to contribute towards the progress of the organization I work for and in return gain valuable work experience and achieve personal growth.

## PROFESSIONAL EXPERIENCE

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### CapitaLand Mall Asia Limited

May 2011 – Present

*Finance Executive, Apr 2014 to Present*

*Senior Finance Assistant, Apr 2012 to Mar 2014*

*Finance Assistant, May 2011 to Mar 2012*

- In charge of multiple full set of accounts (Current & previous portfolio includes mall, maintenance funds, management, marketing and investment holding companies.)
- Interact with different departments for monthly accruals, and accounting treatment clarification
- Trained and supervise 3 assistants in preparing accounting journals
- Improvise excel templates, increasing work efficiency
- Review of accounting journals, bank reconciliation, audit schedules, and GST return submission
- Monthly financial variance analysis upon closing of monthly accounts
- Cash flow management (Placement & withdrawal of funds)
- Preparation of Budget and Forecast, and Financial Statements/Annual report
- Assisted in system implementation – centralized car park management system and budgeting system

### CapitaLand Mall Asia Limited

Dec 2010 – Apr 2011

*Finance Assistant (Temp; concurrent with university studies)*

- Assisted in preparation of Financial Statements and Annual Reports
- Preparation of bank reconciliation and other administrative duties

## EDUCATION

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### Bachelor of Business (Accountancy)

*RMIT University at Singapore Institute of Management, Singapore*

August 2011

### Diploma in Chemical Process Technology (Food Technology)

*Singapore Polytechnic, Singapore*

February 2008

## LANGUAGE & SKILLS

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**Language** English, Mandarin

**Skills** SAP ECC, XBRL BizFinx Filing system, Microsoft Excel, Word, PowerPoint

## **CERTIFICATION**

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- Certified Practising Accountant, Australia  
September 2016

## **OTHERS**

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<b>Current Salary:</b>	S\$3,620 (with 1 month AWS, 4 – 6 months VB)
<b>Expected Salary:</b>	S\$4,300 (negotiable)
<b>Earliest Commencement Date:</b>	One month notice period