

## **KHOO VI-VIAN**

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### **OBJECTIVES**

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To enhance my experience within the financial and banking environment and seek opportunities for growth in my career path while working effectively with people from diverse backgrounds and contribute to the team I am assigned to.

### **PROFESSIONAL EXPERIENCE**

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**TRUSTCAPITAL ADVISORS INVESTMENT MANAGEMENT PTE LTD** (*June 2011 – Present*)

**(formerly known as CIMB-TRUSTCAPITAL ADVISORS SINGAPORE PTE LTD)**

**Assistant Vice President – Finance**

- Managing cash across various entities in Singapore and Australia to ensure sufficient funds for timely payments and placement of excess funds in time deposits to enhance returns
- Preparing budgets, forecasts and cashflow projections to assist management in decision making
- Dealing with banks in Singapore and Australia on banking matters such as opening and maintenance of bank accounts, updating list of signatories, and managing access for internet banking
- Monitoring loan drawdown, loan rollovers and ensuring timely interest payments
- Preparing management fee calculations, raising invoices and monitoring receipt of funds
- Assisting to review consolidation and management accounts prepared by accounting service providers
- Preparing financial analysis on monthly budget versus actual financial performance
- Liaising with auditors on audit matters as and when required and attending to finance related queries
- Coordinating monthly payroll claims and payroll fund request
- Ensuring timely Goods and Services Tax submissions and payments to Inland Revenue Authority of Singapore
- Reviewing Business Activity Statements for submission and ensuring timely payments to Australian Taxation Office
- Reviewing drawdown and distribution notices to investors
- Coordinating dividend pay-outs to shareholders in Australia and Singapore and preparing dividend statements with accompanying board resolutions
- Preparing quarterly cashflow projections and maintaining breach register to meet Australian Financial Services License financial requirements
- Preparing board papers for presentations on budgets, financial performance review, internal audit status, compliance work plan, dividend payments and adoption of policies and procedures.
- Assisting on corporate secretarial matters such as preparing board resolutions and meeting minutes, preparing forms and documents to update regulators in Singapore and Australia on changes in names, shareholders, directors, and auditors
- Updating policies and procedures to formalize and reflect current processes and new guidelines which involves liaising with stakeholders for feedbacks and approvals and coordinating for approvals from Group Policy & Procedure and Outsourcing Committee, Group Risk Committee and Board
- Attending to queries from Group Compliance, Group Risk, Group Internal Audit and Group Human Resource and providing information as and when required such as compliance workplan, compliance matrix, monthly compliance report, risk assessment, manpower planning, and due diligence assessment on service providers.

**CIMB-MAPLETREE MANAGEMENT SDN BHD** *(June 2011 – January 2017)*

**Assistant Manager – Finance**

*Capital Markets Services Representative's License ("CMSRL") holder under Securities Commission Malaysia for advising on corporate finance*

- Assisting to review drawdowns and distributions notices to investors
- Dealing with banks in Malaysia on banking matters such as opening and maintenance of bank accounts and updating list of signatories
- Assisting to review instruction letters on time deposits matter
- Performing market research on real estate market in Malaysia and economy overview
- Assisting in preparing presentation slides, brochures and marketing decks on fund updates and company overview
- Reporting to Securities Commission via Group Compliance on a quarterly basis on any disqualifying events

**CIMB INVESTMENT BANK BERHAD** *(June 2010 – May 2011)*

**Management Trainee – The Complete Banker Programme**

Classroom training *(June 2010 – July 2010)*

First rotation in Regional Card Management, Group Cards and Personal Financing *(August 2010 – September 2010)*

- Preparing templates and drafts to standardize application forms for the region (Malaysia, Singapore and Indonesia)
- Coordinating meetings and discussions with departments within the region to meet respective local regulatory requirements on credit cards
- Preparing presentations slides on structure comparison and process flow

Second rotation in Segment Management, Retail Strategy and Marketing *(October 2010 – December 2010)*

- Meeting with new and existing merchants to discuss and negotiate on promotions and benefits to pair with banking products
- Preparing marketing decks for presentation to the merchants
- Managing and updating list of promotions and benefits offered by merchants
- Coordinating with Group Corporate Communications on platforms to communicate promotions and benefits offered to ensure customers are aware
- Organizing and coordinating activities and events to create awareness on the banking products and merchants

Third rotation in Enterprise Banking *(January 2011 – February 2011)*

- Creating forms and standard templates for onboarding of new clients
- Screening of list of new clients to ensure they fit the criteria before further proceed with credit checks
- Coordinating team building activities

Final rotation in CIMB-Mapletree Management *(March 2011 – June 2011)*

**ERNST & YOUNG MALAYSIA** *(March 2010 – May 2010)***Associate – Advisory, Risk Management**

- Preparing Risk and Control Matrices
- Interviewing management for insights of procedures and ensuring clients are in compliance with law and regulation
- Conducting audit sampling and performing Test of Controls
- Types of clients include:
  - Construction
  - Pharmaceutical
  - Food and Beverage

**EDUCATION**

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**UNIVERSITY OF SOUTH AUSTRALIA, ADELAIDE, AUSTRALIA** *(2007 – 2009)*

Bachelor of Applied Finance

- 2009 – Graduated with a CGPA of 5.37
- 2008 – Merit Award
- 2007 – Merit Award

**TAYLOR'S BUSINESS FOUNDATION, SUBANG JAYA, MALAYSIA** *(2006)*

- Dean's List Award
- Taylor's Business School Scholarship Award

**SEKOLAH MENENGAH KEBANGSAAN SERI BINTANG UTARA, MALAYSIA** *(2001 – 2005)*

- Sijil Pelajaran Malaysia (SPM)

**EXTRA CO-CURRICULUM**

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2009	Member of the Golden Key International Honour Society Member of Malaysian Students Association of South Australia
2008	Participated in Taylors Business Plan Competition Participated in Taylors Adventure Race 2008
2006	Participated in Young Entrepreneur's Day (YED) 2006 Member of the Student Council

**GENERAL INTERESTS**

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- Travelling – enjoy meeting new people and learning new cultures
- Scuba diving
- Solving puzzles and mind challenging games such as Sudoku, scrabble, crossword puzzles, and jigsaws