

**LYNN WEE PEH TEE**  
Chartered Accountant (Singapore)

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## Education

<b>Nanyang Business School, Nanyang Technological University</b> Bachelor degree in Accountancy (Honours)	Aug 2008 to May 2011
<b>Ngee Ann Polytechnic</b> Diploma with Merit in Accountancy	May 2005 to Apr 2008
<b>Bedok Green Secondary School</b> GCE "O" Level Certificate	Jan 2001 to Dec 2004

## Work Experience

<b>KPMG LLP, Audit Manager</b> <ul style="list-style-type: none"><li>• Prepare proposals for submission to prospective audit clients</li><li>• Manages a portfolio of client; including listed, multi-national and local companies</li><li>• Extensive experience and knowledge dealing with Real Estate Investment Trust and companies in the real estate, retail and trading industries</li><li>• Involved in an acquisition exercise, whereby KPMG was appointed as the reporting accountants for one of the largest listed Real Estate Investment Trust</li><li>• Develop accounting memo for adhoc transactions</li><li>• Coach engagement team members and mentees</li><li>• Consistently rated as a highly effective performer</li></ul>	Aug 2011 to date
<b>The Royal Bank of Scotland, Accounts Assistant- Internship</b> <u>Finance Department- Securitisation Financial Control</u> <ul style="list-style-type: none"><li>• Involved in the preparation of management accounts, statutory accounts and quarterly regulatory reports</li><li>• Developed a new template for monthly liquidity fees analysis</li></ul>	Jun 2010 to Jul 2010
<b>The Royal Bank of Scotland, Accounts Assistant- Internship</b> <u>Finance Department- Business Unit Control, Group Treasury Team</u> <ul style="list-style-type: none"><li>• Prepared daily financial reports; including the posting of journals to resolve daily breaks and providing commentaries to substantiate for the daily P&amp;L movements</li><li>• Involved in the preparation of financial statements</li></ul>	Apr 2010 to May 2010
<b>Merrill Lynch (Singapore) Pte Ltd, Accounts Assistant- Contract</b> <u>Finance Department- Management Reporting Team</u> <ul style="list-style-type: none"><li>• Prepared monthly financial reporting packages for the management</li><li>• Involved in the yearly budgeting and monthly forecasting process</li></ul>	Feb 2008 to Jul 2008
<b>Merrill Lynch (Singapore) Pte Ltd, Accounts Assistant- Internship</b> <u>Finance Department- Management Reporting Team</u> <ul style="list-style-type: none"><li>• Performed variance analysis and monthly expenses estimates</li><li>• Developed detailed procedure manuals which aids new staffs in performing their tasks</li></ul>	Sep 2007 to Jan 2008

## **CCA/Activities**

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### **KPMG LLP, KPMG Outreach Program 2015, Volunteer**

- Conducted English and Art & Craft lessons for children at Dalat, Vietnam

### **KPMG LLP, Make a Difference Day 2013, Organising Committee**

- Planned and coordinated a 1-day event for children Chen Su Lan Methodist Home

### **Nanyang Technological University, Hall 13 Talentime Committee 2010, Co-Chairperson**

- Sourced for sponsorships, planned and coordinated the Talentime event

### **Nanyang Technological University, Hall 13 Dinner & Dance Committee 2009, Co-Chairperson**

- Sourced for sponsorships
- Planned and coordinated the D&D event, including the training programs for the pageants

### **Ngee Ann Polytechnic, National Accounting Quiz 2007, Student Leader**

- Planned and coordinated the event for the participating secondary school students successfully

### **Bedok Green Secondary School, St. John Ambulance Brigade 2001 to 2004, Overall-in-charge**

- Planned and conducted the weekly programs, weekly training and yearly leadership camps

## **Awards & Achievements / Scholarships**

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- Member of the Institute of Chartered Accountants of Singapore
- Achieved a place in the Director's list throughout the 3 years of studies in Ngee Ann Polytechnic
- 3RD Most Outstanding Performance (Academic Year 2005/2006)
- Best Performance, The Module Written Business Communication (Academic Year 2005/2006)
- Outstanding Contribution to School Award (2004)
- Eagles Award (2003)

## **Language/ IT Skills**

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- Proficient in spoken and written English & Chinese languages
- Proficient in Microsoft Excel, PowerPoint and Word

## **Hobbies**

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- Pilates, Aerobics, Jogging, Swimming and Participating in Community Service Projects