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JOB OBJECTIVE

Seeking for a Finance Associate Director / Senior Manager role to utilise my knowledge and experience in best possible way.

SUMMARY OF QUALIFICATIONS

- More than fourteen years in the accounting and financial industry in the Big-4 and investment management institutions, with a broad understanding of the diverse aspects of the firm and the financial services industry as a whole and a proven record of productivity, quality, and integrity.
- More than six years of leadership experience within the Finance Department to produce timely reports.
- Practical background in accounting and finance with thorough understanding in accounting and finance procedures.
- A motivated self-starter, able to quickly grasp issues and attend to details while maintaining a view of the big picture.
- Ability to work accurately under fixed reporting dates.
- Equipped with skills in analyzing and evaluating complex data and information.
- Familiar with local regulatory capital requirements for investment managers.
- Strong interpersonal and teamwork skills with the ability to communicate effectively with people of all ages and backgrounds, to work collaboratively to resolve problems.
- Flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic.
- Profound spreadsheet skills (Excel), and excellent general PC skills.

EXAMPLES OF ACCOMPLISHMENTS

Production of valuable reports

- Produce valuable reports to consolidate Assets Under Management (AUM) data and financial data for management decision –making purposes
- Communicate with various departments and senior management to produce reports and analysis to cut down on expenses, eg marketing profit/loss, distributor contribution analysis, analysis of past 5-year profitability trend of the Company

Process improvements

- Completed reviewing of Finance process to evaluate and improve efficiency, ie total man days saved: 12 days per year, and produce documentation on finance work process
- Improve on budget and forecast process resulting in earlier completion of the process by one month
- Study and assess impact of Financial Reporting Standards (FRS) update, Monetary Authority of Singapore (MAS) circular and new tax regulations on the Company's financial
- Study and assess impact of local and cross border tax regulations on the Group's financial

Leadership

- Being part of the team to undergo a leadership program designed for potential leaders of the Company
- Led team to study and perform simulation on revised RBC framework, and produce template for continuous monitoring
- Co-ordinate and led team to produce template for automation of fee accrual journal entries resulting in reduction of Chart of Account (COA) tagging error
- Oversee the acquisition/upgrade of the Company's accounting system

PROFESSIONAL EXPERIENCE

12/15 – Pres.

TE Healthcare Advisory Pte Ltd

Senior Manager, Finance & Admin

- Lead team to set up processes within Finance Team
- System evaluation and implementation
- Provide guidance to Finance Leads in overseas subsidiaries and ensuring finance function of the Group are operating smoothly
- Manage and maintain relationship with service providers; eg fund accountants, outsourced accountants, tax advisors, etc

- Review of the monthly management accounts of 20 Singapore entities prepared by staff and ensure that the accounts are prepared in accordance with SFRS
- Perform consolidation for Group financials
- Preparation of quarterly report for board meeting
- Take charge of Budget and Forecast exercise
- Review GST submission
- Manage audits and ensuring timely delivery of audited statements
- Attend to tax queries and assisting in tax computation and tax submission
- Work closely with external auditors and tax advisors to assess impact of financial standards and tax regulations within the Group
- Manage payroll matters
- Cost control
- Liaising with banks for financing requirements
- Managing capital calls and injections to projects and advising fund flows type
- Appointed as Chief Compliance Officer and implement Anti-Corruption Policy within the Group
- Prepare and submission of Annual Declaration to MAS
- Ad hoc projects

12/14 – 11/15

ICAP Management Services Pte Ltd

Asia Regional Manager, Management Accounting

Finance Responsibilities

- Review/Oversight of the monthly management accounts of 20 APAC entities by ensuring that the accounts are prepared in accordance with local IFRS, reviewed and signed-off in a timely manner, and in accordance with the global Fin Ops timetable
- Co-ordinate queries on the monthly management accounts
- Ensure the management accounts processes are efficient and robust and make recommendations/system enhancements where possible based on any local knowledge (Process Improvements)
- Co-ordinating Non-Oracle centres
- Provide support for any invoice related queries that arise across the region, liaise with the UK to resolve matters where necessary
- Delegate/manage audit queries
- Fulfill any additional / ad hoc duties as required to meet the needs of the business

Regulatory Responsibilities

- Monitor regulatory capital of the regulated entities and prepare regulatory returns for submission to local regulators in Singapore, Australia and Hong Kong

- Develop and maintain an up to date knowledge of Singapore, Australia and Hong Kong Regulatory Capital requirements
- Analyse and assess the impact of any changes to regulatory requirements across the regions.
- Prepare governmental statistical returns
- Build, maintain and develop relationship with external advisors, the business, and other Group functions on regulatory capital issues

12/10 - 12/14

Lion Global Investors Ltd

Senior Manager, Finance (Management and Financial Reporting)

Finance Responsibilities

- Analysis of financial and non-financial data for management decision making
- Monthly preparation of Management reports, which include KPIs and slides for management meeting
- Preparation of Quarterly report for board meeting
- Take charge of Budget and Forecast exercise
- System evaluation and implementation
- Cost control
- Analysis of financial information, sensitivity analysis and competitors' analysis
- Review monthly journal entries prepared by staff and responsible for monthly financial reporting
- Review GST submission
- Manage audits and ensuring timely delivery of audited statements
- Attend to tax queries and assisting in tax computation and tax submission
- Ad hoc projects

Regulatory Responsibilities

- Review quarterly and annual regulatory reporting, and governmental statistical returns
- Analyse notices / circular issued by MAS and assess the impact of any proposed changes to regulatory requirements on the Company

08/10 - 12/10

Pilgrim Partners Asia (Pte.) Ltd.

Operations and Finance Manager

- Report to the COO of the company.
- Handled accounting tasks related to the company
- Prepared monthly financial statements
- Represent the company in front of the tax authorities and the external auditor to clear their doubts and queries regarding the accounting entries
- Act as a tax consultant for the company to help them compute the amount of tax payable and comply with statutory regulations related to taxation

03/10 - 08/10 **SBI Ven Capital Pte. Ltd.**

Associate, Operations

- Support Senior Vice President and Vice President in back-office private equity / hedge fund environment
- Perform daily / monthly middle and back-office reporting and reconciliations
- Prepare monthly consolidation packages for SBI's Tokyo HQ
- Provide the requested information to Auditors to expedite the audit process
- *Reports prepared:* Daily valuation report and monthly consolidated financials to HQ

09/06 - 03/10 **Lion Global Investors Ltd**

Assistant Manager, Portfolio Administration

- Assist the Head, Portfolio Administration in supervising team members on a daily basis and maintaining the responsibility for client reporting.
- Facilitated fortnightly staff meetings to share information, respond to issues and develop constant interactions to motivate staff.
- Assist with the implementation of procedures for month-end client reporting to ensure accuracy and timeliness of month-end deliverables.
- *Reports prepared:* Monthly valuation statement

Assistant Manager, Alternative Investment Operations

- Oversees daily fund administration of fund-of-hedge funds and single strategy hedge funds and report to the Head, Alternative Investment Operations.
- Worked closely with other departments to set up the fund-of-hedge fund and single strategy hedge fund operations at Lion Fairfield Capital Management.
- Conceived and developed customized financial/operations reports for decision-making purposes, based on in-depth knowledge of operations and the needs of users of report.
- Perform operational due diligence on more than 10 external hedge fund managers.
- Manage service providers: auditor, fund administrator, prime brokers, custodian, transfer agents and tax agent.
- Involves in assessing impact of enhanced tier scheme on the fund-of-hedge fund and single strategy hedge fund.
- *Reports prepared:* Monthly AUM report, Monthly projected cashflow report, Operational due diligence report, Operations Manual, Fees calculation report.

06/03 - 08/06 **PricewaterhouseCoopers**

Associate, Assurance

- Handled various auditing task and prepared reports on auditing activities.

PROFESSIONAL DEVELOPMENT

- Chartered Accountant, Singapore, 2014
- Business Analytics & Reporting (Certificate of Merit), 2009
- The Association of Chartered Certified Accountants, 2005

EDUCATIONAL DEVELOPMENT

- The Association of Chartered Certified Accountants
The Financial Training Company, 2003-2005
- Dip in Accounting & Finance
Temasek Polytechnic, 2000-2003
- GCE 'O' Level
Manjusri Secondary School, 1999