

CURRICULUM VITAE OF CELINE SEAH MEI PING



1. PERSONAL PARTICULARS

Name : Celine Seah Mei Ping, CA (Singapore)
Age : 36
Sex : Female
I/C No. : S 8114675/F
Birth Date : 26 May 1981
Address : Blk 604A Punggol Road #15-764 Singapore 821604
Contact No. : 9247 6805 (Mobile) 6659 8867 (Residential)
E-Mail Address : meiping_1981@yahoo.com.sg
Nationality : Singaporean

2. EDUCATIONAL BACKGROUND

❖ 2014

Institute of Singapore Chartered Accountants
Pre-Admission Course

❖ 2006 - 2012

the Association of Chartered Certified Accountants (ACCA)

❖ 1998 - 2001

Singapore Polytechnic
Diploma in Banking & Financial Services
Majoring in Banking

❖ 1994 - 1997

Henderson Secondary School
Singapore-Cambridge General Certificate of Education (Ordinary Level)

❖ 1988 - 1993

Stamford Primary School
Primary School Leaving Examination Certificate

3. COMPUTER LITERACY

- ❖ ACCPAC, Sun System 6, Great Plains, Realtimme Accounting Software, QuickBooks Accounting System, EZ-MRP II Accounting Software, MRI Real Estate Information System, Microsoft Word, Microsoft Excel, Lotus 123 Spreadsheet, Microsoft Access, Microsoft PowerPoint, WinFax, Acrobat, Web Mail, Lotus Notes, Internet & Intranet

4. COMMUNICATION SKILLS

- ❖ Developed Oral Communication Skills, Project Reports Skills, Productivity and Quality Skills, Communication Skills for Business, Negotiating Skills and Interpersonal Skills

5. LANGUAGE PROFICIENCY

- ❖ English, Chinese (spoken & written)
- ❖ Cantonese, Hokkien (spoken)

6. WORKING EXPERIENCE

- GAIN CAPITAL SINGAPORE PTE LTD

Position	: Finance Manager
Period Covered	: Jan 2016 – Present
Job Scope	: Establishing Effective Financial Controls through Financial Accounting and Reporting Systems, Budgetary Controls and Expenditure Procedures
	: Ensuring Accuracy and Integrity of Accounting Records and Financial Systems
	: Performing Analysis and Interpretation of Financial Results
	: Compiling Quarterly/Yearly Returns (GST Returns, FBT Returns, International Dealing Schedules, SFC Return)
	: Managing and Monitoring Regulatory Daily Capital Adequacy (NTA)
	: Liaising with External Auditors and Tax Agents

- DUXTON ASSET MANAGEMENT PTE LTD

Position : Finance Manager
 Period Covered : May 2013– Dec 2015
 Job Scope : Handling Full Set of Accounts (AR, AP, GL)
 : Compiling Monthly Management Reports
 : Compiling Quarterly MAS Reporting (Form 1, Form 2, and Income & Expenditure Returns)
 : Compiling Yearly MAS Reporting (Form 1, Form 2, Form 5, Form 6, Income & Expenditure Returns, Survey of Services, Manpower Survey, Asset Management Survey)
 : Compiling Yearly Department of Statistics Singapore Survey (International Trade in Services Survey)
 : Compiling Quarterly GST Returns
 : Reconciling Fund NAVs, Futures and Cash Holdings
 : Handling Fund Corporate Action Matters
 : Processing Fund Cash Flow Matters
 : Liaising with External Auditors and Tax Agents

- OCBC SECURITIES PTE LTD

Position : Assistant Manager
 Period Covered : Aug 2006 – May 2013
 Job Scope : Handling Trust Monies
 : Preparing Monthly Commission Statement for Trading Representatives
 : Handling Full Set of Accounts (AR, AP, GL) for Foreign Subsidiary
 : Compiling Monthly Management Reports
 : Compiling Daily/Monthly/Quarterly MAS Returns (Risk Based Capital Return and Income & Expenditure Returns)
 : Compiling Monthly SFC Return (Financial Return)
 : Preparing Operational Plan & Budget Forecast
 : Handling Daily Cash Flow Management
 : Hedging for Foreign Exchange Currencies
 : Handling Company Secretarial Matters
 : Performing Administrative Functions
 : Liaising with External Auditors and Tax Agents

- C U MANAGEMENT

Position : Accounts Executive
 Period Covered : Oct 2005 – Jul 2006
 Job Scope : Handling Full Set of Accounts (AR, AP, GL)
 : Compiling Monthly Management Reports

- ALPHA INVESTMENT PARTNERS LIMITED

Position : Accounts Executive (Contract)
 Period Covered : June 2005 – Oct 2005
 Job Scope : Handling Full Set of Accounts (AR,AP, GL)
 : Assisting in Compiling Financial, Management &
 Statutory Reports
 : Developing and Analysing Budgets and Cash Flow
 Management

- MISUMI SOUTH EAST ASIA PTE LTD

Position : Accounts cum Admin Co-ordinator
 Period Covered : May 2004 – May 2005
 Job Scope : Handling Full Set of Accounts (AR,AP,GL)
 : Performing Administrative & General Affairs
 Functions

- REALTIMME BUSINESS CONSULTING PTE LTD

Position : Accounts cum Admin Assistant
 Period Covered : September 2002 – March 2004
 Job Scope : Handling Full Set of Accounts (AR,AP,GL)
 : Providing Bookkeeping Services to Clients from
 different Trades & Businesses
 : Performing Administrative & Marketing Functions

- THE HONGKONG AND SHANGHAI BANKING CORPORATION

Position : Special Grade Clerk
 Period Covered : May 2001 – August 2002
 Job Scope : Compiling Local Management Returns
 (Daily Capital Funds, Daily Position, Result Letter)
 : Compiling Asian Currency Unit MAS Returns
 (MAS First Schedule, Foreign Exchange Returns,
 Income & Expenditure Returns)
 : Maintaining General and Income & Expenditure A/cs
 : Reviewing Daily Reports (e.g. Income & Expenditure
 Report, Transitory Suspense Account report, Daily
 Exception Report, Branches Imbalance Report,
 Interest/Tax/Commission Reports, etc.)
 : Performing Administrative Functions

- AMERICAN EXPRESS BANK

Position : Industrial Training Programme
 Period Covered : Nov 2000 – Dec 2000
 Job Scope : Providing Valuable Information for Customers over
 the Phone
 : Cross-selling Unit Trust Investments

- STANDARD & POOR MONEY MARKET SERVICES

Position : Industrial Training Programme
 Period Covered : May 2000 – July 2000
 Job Scope : Writing Short Financial Reports
 (Money Market Tender, etc.)
 : Putting up NEER/REER Graphs and Tables
 : Forecasting GDP Figures
 : Writing REER Report