

LEONG MEI TENG

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CAREER SUMMARY

Bringing 9+ years of expertise and experience to an organization across multiple aspects of across Asia Pacific. Has worked organizations: Discovery Networks Asia-Pacific Pte Ltd, Turbomeca Asia Pacific Pte Ltd, Sun Technosystems Pte Ltd, All Market Inc. (Vita Coco), **SPEARHEAD GLOBAL SERVICES PTE LTD.**

Demonstrates capability in management accounting accuracy in reporting financial reports, GST returns, Audit scheduling with management reports, Capturing Intercompany Billing and Reconciliations, Handling full set of accounting for overseas and regional subsidiaries.

Key Competencies

- **Colleagues centric** – Works passionately with an approach to meet management requirements across all level and departments enabling all financial reports accuracy.
- **Software knowledge and competencies** – Well verse in SAP, Oracle, Accpac, MYOB, Words & Advance level of Mircosoft Excel. Her strong knowledge and experience in these software put her in front as the distinct time to adapt and move with the system is more efficient.
- **Strong adaptation Character**– Able to work well with team member from all over the regions. Her experience includes working with members from Korea, Taiwan, Japan, Australia, Indonesia, Malaysia, Singapore, Vietnam and United States of America. Experience in working with people from all walks of life and adapting to different accounting structures allow her to do regional reports and full accounts here in Singapore.
- **Good Leader and Follower**– Has a hand on experience in training and guiding junior member of her team in helping her fulfill her role in completing her reports timely. Willing to motivate and structure new methods and ways to better her team productivity and bring the team to higher heights. Managed a team of 2 executives under her wing during her careers.
- **Effective and personable communication skills** within the team in Singapore as well as her team all over the region to achieve the reports with speed and accuracy.

PROFESSIONAL EXPERIENCE

SPEARHEAD GLOBAL SERVICES PTE LTD.

Mar 2015 – to date

Accountant

Currently managing the client's closure of management accounts and to ensure timely and accurate completion of required management reporting for all entities. Together with team member whom she leads and guides, overlooking the full sets of accounts for Singapore, Malaysia, Vietnam & Indonesia.

Key Responsibilities

- **Manage monthly closure of management accounts**

- Prepare journal entries, account reconciliation, booking of accruals, reserves for month end closing
- Proactively review accounts to ensure all financial transactions are valid and recorded to ensured accuracy of reporting

- **Prepare Audit Schedules and Management Report**

- Fixed Assets Management; Execute depreciation run and depreciation reasonableness check
- Inventory management; Reconciliation of stock movement, slow moving and obsolescence stock accruals
- Prepare Balance sheet Reconciliations
- Prepare Bank Reconciliations
- Prepare statutory tax package

- **Prepare GST Return**

- Consolidate & verify monthly GST Input/Output Tax
- Ensure all docs are captured in the right GST class.
- Prepare mthly GST Report & file for Quarterly GST Return

All Market Inc. (Vita Coco)**MAR 2014 – FEB 2015****Accountant.**

Part of a team that take cares of handling full sets of accounting for the Asia-Pacific regions with Focus on Singapore, Japan & Korea Subsidiaries. *This includes preparation of U.S. reporting (US GAAP,SOX) and ensuring compliance.*

Key Responsibilities**• Capture all expenses/revenues**

- Process supplies invoices & internal expense claims ensuring adherence to company policy & providing prompt and timely payments.
- Perform Vendor Reconciliation & Monthly Ageing Report
- Provide update on customer issues during the A/R collection cycle to ensure customer problems are dealt with resulting in timely payment being received from the customer.
- Provide Monthly A/R Ageing & Generate of Monthly SOA to customers.

• Prepare Audit Schedules, Cash Flow Statement and Management Report:

- Update Fixed Assets Schedule
- Prepare Bank Reconciliations
- Update weekly expenses & revenue in Cash Flow worksheet

• Prepare GST Return**• Capture intercompany billing and reconciliation in SAP system****• Assist in Budgeting and ad-hoc financial reporting****Major Accomplishments**

- ✓ Went to Korea to assist in setting up the financial procedure and processes.
- ✓ Starting up and fine-tuning the financial procedure and processes in link with all Asia-Pacific regions.

Reason for Leaving: Got Headhunted by a firm with better learning opportunity to expand ones experience.

Discovery Network Asia-Pacific Pte Ltd**APR 2010 to FEB 2014****Accounts Executive**

Part of Asia-Pacific accounts receivable team, responsible for advertising sales revenue recognition and collection for Australia, Taiwan, Singapore, Malaysia, Philippines, Thailand, China and New Zealand. This includes monthly invoicing, liaising with customers and advertising representative on collections and reconciliations, preparation of U.S. reporting (US GAAP,SOX) and ensuring GST compliance for all billings.

Key Responsibilities

- **Support the advertising sales Team by Reviewing and providing comments on draft sales and agreements from the revenue recognition and accounting perspectives.**
- **Strong regional collaboration with Accounting departments from over the regions for the financial reports.**
- **Assisting in reviewing of financial statements (revenue) and coordinating with Auditors in their Audits for Singapore and Taiwan**
- **Manage Korea Full set of Accounts from preparing the books to reporting with compliances with Korean Accounting and U.S reporting standards and requirements including taxation filings and payment.**

Major Accomplishments

- ✓ Manage to take over the responsibility of Korea Full set of accounts with responsibility in liaising with the tax consultant and making sure that the financial reports are with compliance to Korean & U.S Accounting standards and requirements.
- ✓ Ad-hoc Project co-ordinations and testing of the SAP system for the efficiency and controls. Allowing her to generate reports that could capture the improvement of the advertising spots premiering reports and linking all together for her management.

Reason for leaving: Was offered a better role with better exposure into the other accounting functions.

Turbomeca Asia Pacific Pte Ltd**Accounts Executive****Jan 2009 to Mar 2010**

Part of the general Ledger team, working on the various accounting functions for the South East Asia Entities in Singapore and Malaysia.

Key Responsibilities

- **Account Payable function.** Includes Liaising with tax consultant to ensure that payments are in accordance to the country's laws.
- **Fix Asset Function** it includes ensuring all assets are recorded and depreciated according to the company policy inline with the financial standards.
- **Inventory management functions** ensuring all inventories are recorded while supporting the logistic department on stock level management by providing stock reports and stock count on a monthly basis.

Major Accomplishments

- ✓ Established knowledge and key experience in the basis of accounting and book-keeping.
- ✓ Manage the physical aspect on a stock take on a monthly basis.

Reason for leaving: *Was offered a better role with better exposure into the other accounting functions.*

Sun Technosystems Pte Ltd**JAN 2007 to Dec 2008****Accounts & Administration Assistant**

A young student looking to expand her work experience while still doing her studies to further build her career in her path as an accountant to be.

Key Responsibilities

- **Manage accounts payable function.** It includes processing supplier's invoices and internal expenses & Claims.
- **Perform Vendor Reconciliations** and monthly reports of Payment.
- **Perform the account receivable Function** for the company. Constantly updating the management on the revenues that can be collected and those who can't and update what is being done to ensure collections.

Major Accomplishments

- ✓ Learn to adapt into a working environment.
- ✓ Learn to fulfill the requirements of the company and team leader.
- ✓ Learn to co-operate and work with others as a team and being a team player.

Reason for leaving: *Better prospect and in line with her goals of gaining better experience and work exposure.*

QUALIFICATIONS/EDUCATION

THE ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA Level 3), June 2016

THE ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA Level 2)

Advanced Diploma in Accounting and Business, December 2015

UNIVERSITY OF BRADFORD, SINGAPORE

Advanced Diploma in Business Management, December 2006

Business Minor in Accounting, December 2006

UNIVERSITY OF BRADFORD, SINGAPORE

Diploma in Business Management, December 2005

Business Minor in Accounting, December 2005

BUKIT BATOK SECONDARY SCHOOL, SINGAPORE

General Cambridge Examination 'Ordinary' Level (GCE 'O' Level), December 2004

OTHER

Languages: Spoken and Written : English and Chinese (Written and Spoken Advance level)

Interests: Sporty person in Nature. Love to try all kind of new sport and the love for travelling and seeing the world.

Referees: Available upon request

Date available for work: One month notice upon confirmation.