

# Ng Yee Lu

Finance Manager

yeelu@live.com



## Personal Particulars

- Nationality : Malaysian
- IC No : S8859110J (Singapore PR)
- Date of Birth : 19<sup>th</sup> May 1988
- Contact no. : +65 9337 2192
- Gender : Female
- Marital Status : Single

## Education

Academic Level	School/Institution	Grade/Result
Tertiary	Multimedia University, Melaka Campus (2006 to 2011)	CGPA: <b>3.74</b> First Class Honours Degree, Bachelor of Accounting (Hons.)
Professionals Study, ACCA	Taylor's University	Member

## **Professional Working Experiences**

**Jan' 17 till date**

Serving as **Finance Manager in Xander Investment Management Pte. Ltd.**

- Reviewed and finalized the quarterly and annual accounts, GST detailed report and monthly payroll summary reports for the CMS Fund Management Company which are prepared by the outsourced accountant
- Prepared the regulatory filings/submission (MAS Form 1,2,3 and 4)
- Reviewed the management fees computation and raised the management fees invoices to the respective closed-ended funds
- Reviewed and performed reconciliation of consolidated intercompany pass-through spreadsheets and supporting documents
- Maintained the internal control over accounting records, payments, accruals and receipts. Ensure integrity of records
- Handled audit queries from both external auditor and internal auditor and ensured the regulatory deadlines are met
- Maintained banking relationships of the Company including uses of remittances, overdraft, etc.
- Maintained control over bank accounts of the Company. Managed short term treasury funds including uses of short-term T-bill investments and fixed deposits
- Tracked the actual performance on quarterly basis against the annual budgets approved by the Board for the Company and provided explanations for significant fluctuations
- Supervised preparation and finalization of tax returns (ECI, GST, IR8A and Annual Tax Returns) for the Company
- Prepared the annual accounts for Mauritius, Cayman and UK entities within the Group
- Involved in the preparation of the US Form ADV, Directors' & Officers' Liability and Civil Liability Insurance

**Oct' 14 till Dec' 16**

Served as **Audit Manager in PwC Singapore**, in its Financial Services - Asset Management team

Selected audit experiences:

- **Fund Management Companies in Singapore (CMS and RFMC)**
  - Reviewed the quarterly and yearly regulatory forms filing with Monetary Authority of Singapore ("MAS")
  - Reviewed compliance policies and compliance practices
  - Reviewed the internal control procedures for the issuance of ISAE 3402 Type II Report
- **Hedge Funds**
  - Reviewed the performance fees and management fees calculation performed by the fund administrators.
  - Reviewed the valuation of quoted and unquoted investments to ensure the year-end values are within bid-ask spread in accordance to SFRS/IFRS
- **Private Equity (Master-Feeder structure and Investment Holding Companies)**
  - Reviewed and challenged the assumptions used in the valuation of private equity investments
  - Reviewed the appropriateness of the security level of investment ownership
  - Reviewed the performance fees and management fees in accordance to the Placing Memorandum and Limited Partnership Agreements

### **Professional Working Experiences (continued)**

- Mar' 14 till Oct' 14**      Served as **Audit Senior Associate in EY Singapore**, in its Financial Services Asset Management team
- Independently handled and lead the team for financial Audits and compliance Audit for various Fund Managers (CMS and RFMC) and Hedge Funds
  - Ensured timely and accurately delivery of financial statements
  - Ensured the audit progress in line with the agreed timelines
- Aug' 11 till Mar' 14**      Served as **Audit Senior Associate in PwC Kuala Lumpur, Malaysia**, in its Financial Services Office - Banking team
- Lead the team for the Interim Audits and Final Audits for various commercial and investment banking clients
  - Ensured timely and accurately delivery of financial statement.
  - Played an important roles in preparation of audit report for AGM of a Bank
- Oct'10 till Apr'11**      Served as **Vacation Trainee in Crowe Horwath Kuala Lumpur, Malaysia**, in its General Audit Team
- Performed Statutory Audits and test of details for common sections for the majority client bases were Malaysia Public Listed Companies with small number of private limited companies

### **Strengths**

- Good proficiency in English, Mandarin, Malay Language and Various Chinese Dialects
- Being a good team player, self-motivated, good interpersonal skills, friendly and optimistic
- Good command in Microsoft Office
- Good time and stress management
- Keen to work under tight deadlines and willing to learn