

MY RESUME

PERSONAL INFORMATION

Name	TAN SZE NEE
Gender	Female
Date of Birth	15.02.1990
Nationality	Malaysian
Residence	Singapore PR
Address	Blk 79A, Toa Payoh Central, #14-05, Singapore 311079
Mobile Phone	98896026
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PROFILE SUMMARY

A Certified Public Accountant (CPA Australia) with five years of working experience in the professional industry of auditing and accounting, possess multiple skills covering many financial areas such as financial analysis, financial statements, auditing practices, regulatory compliances (FRS, MAS, Companies Act), taxation, financial systems and controls. Proven track record in consistently and effectively delivering accounting services that enhance the company's purpose and profitability.

EMPLOYMENT HISTORY

- | | |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position | Accountant
(04/2016 to present) |
| Company | Sinowalth Fund Services (S) Pte Ltd |
| Responsibilities | <p>Including but not limited to:</p> <ul style="list-style-type: none">- Preparation of full sets of accounts (handled around 20 clients) using Quick Books and MYOB- Preparation of fund management accounting (i.e. calculation of NAV)- Preparation and submission of GST- Preparation and filing of corporate income tax- Preparation of XBRL- Preparation of monthly payroll and CPF submission- Preparation and review of unaudited and audited financial statements- Involve in internal audit of RFMC and CMS licensed companies (application of MAS regulations)- Practical application of Singapore Financial Reporting Standards (SFRS), IFRS and Companies Act |

- **Position** Senior Auditor
(11/2014 to 01/2016)

Company Paul Hooi & Company

Responsibilities Including but not limited to:

 - Oversee and involve in full cycle of audit procedure
 - Oversee the audit quality control section of the firm
 - Handle audit scheduling and people management
 - Practical application of Singapore Financial Reporting Standards (SFRS), IFRS and Companies Act
 - Preparation and review of group consolidation worksheet
 - Team leader of MNC audit engagements
 - Leading team to overseas engagements (eg. Australia, Shanghai etc)
 - Involve in full spectrum of Singapore government school (MOE) internal audit engagements
 - Preparation of financial statements and compilation reports
 - Review and analyse clients' accounting records and management reports

- **Position** Audit Senior Associate
(03/2012 to 08/2014)

Company Ernst & Young – Malaysia (Kuching)

Responsibilities Including but not limited to:

 - Oversee and involve in various assurance engagements (industries involved including manufacturing, education, utility, construction and etc)
 - Review clients' internal controls to identify control deficiencies
 - Analyse and evaluate the accuracy of accounting systems and procedure
 - Sound knowledge of practical application of Malaysian Financial Reporting Standards (MFRS), International Financial Reporting Standards (IFRS) and Private Entities Reporting Standards in Malaysia
 - Ability to work under pressure and in meeting deadlines
 - Actively participate in the Firm's corporate social responsibilities' activities
 - Well skilled in the preparation of the financial statements

- **Position** Trainee
(01/2011 to 02/2011)
Company Ernst & Young – Malaysia (Kuching)
Responsibilities Assist seniors in providing audit and assurance services
- **Position** Part Time Tutor/ Clerk
(01/2009 to 06/2009)
Company Bina Jaya Tuition School
Responsibilities Involve in paper work, answering phone calls and teaching Chinese, English, Maths and Science (Form 1 and Form 2)

EDUCATION QUALIFICATIONS

- **2012 – 2015** **Certified Public Accountant (CPA) Australia**
(Professional Certificate)
- **2009 – 2011** **Bachelor of Commerce (Accounting)**
Swinburne University of Technology
Major in Accounting
Minor in Finance
CGPA: 3.7/4.0
- **2003 - 2008** **Unified Examination Certificate (UEC)**
Chung Hua Middle School No. 1
Programme: Arts/Commerce
Results: 12 As and 1 B (13 papers in total)
- **2005 – 2007** **Sijil Pelajaran Malaysia (SPM)**
Chung Hua Middle School No. 1
Programme: Arts/Commerce
Results: 8 As and 2 Bs (10 papers in total)

OTHER PROFESSIONAL DEVELOPMENTS

- **2008** Completion of LCCI Level 2 with Distinction
Completion of User Business System(UBS) in:
- Computerised Accounting
- Computerised Stock Control
- Computerised Payroll
- **2007** Completion of Education Ordinary Level:
English Language – 1119 (A2)

SKILLS AND ABILITIES

Software Experience

- **ERP system** Quick Books, IFCA Accounting Software, UBS, MYOB and basic SAP Accounting System

Computer Skills

- **Microsoft Office** Proficient in Microsoft Word, Microsoft Excel and Microsoft Power Point

Self Management Skills

- **Team player** Co-operate well with other members in team discussions and team building
- **Leadership** Team leader for different engagements (listed companies and private entities) in EY as well as in Paul Hooi & Co.
- **Responsible** Fulfill responsibilities as a leader such as reasonable task allocation and ensure a well-organized progress
- **Time management** Timely submission of work assigned for review and also meeting all the tight deadlines
- **Meticulous, organised, attention to details**

Languages Skills

- **Language** Proficient in spoken and written English, Chinese, Malay
- **Dialect** Cantonese, Hokkien and Teochew (spoken)

EXPECTED SALARY

- **Expected** SGD 4,400

LAST DRAWN SALARY

- **Last drawn** SGD 3,900

REASONS FOR LEAVING

- To look for better career opportunity and growth in the commercial line
- To gain more diversified experience for my long term career development

AVAILABILITY

One month notice

REFEREE

- **Harry Ting Sze Kion**
Company: Amicorp Trustees (Singapore) Limited
Position: Finance Manager
- **Liu Tonin**
Company: Ernst & Young Malaysia
Position: Audit Manager