



NG WEE KIAT (MR)

Date of Birth: 19/04/1988

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CAREER OBJECTIVE

- To work in a challenging environment to enhance my leadership, interpersonal and analytical capabilities with opportunities for a professional long-term career growth.

WORKING EXPERIENCES

Ernst & Young Singapore

Jan 2015 – Present

Audit Senior (Financial Services – Asset Management Industry)

- Performing financial and compliance audits for asset management companies, hedge funds and private equity investment funds
- Responsible for the overall planning and execution of various audit engagements
- Understanding the client's business, its operations, financial reporting and internal controls
- Analysing of financial data and reports provided by client to ensure accuracy and completeness of information
- Evaluating and analysing the internal control environment of clients and identifying any gaps
- Executing substantive audit procedures and control testing as part of the overall audit procedures
- Gathering and maintaining audit evidence to support audit opinion on all engagements
- Ensuring that fund management companies comply with relevant regulations set out by MAS
- Reviewing the client's preparation of the financial statement and ensuring proper disclosure for the financial information and notes of the financial statement
- Ensuring confidentiality on all audit engagements performed
- Ensuring timely completion of assigned audit engagements
- Supervising and providing guidance to audit assistants

Augentius (Singapore) Private Limited

May 2014 – Jan 2015

Client Services Assistant Accountant (Private Equity)

- Managing one of the biggest client in Augentius client portfolio
- Ensuring all client and investors queries are appropriately responded to
- Ensuring accurate journal entries to be posted on SunGard's Investran private equity software
- Preparation of quarterly accounting reports for client
- Preparation of quarterly partners' statement to be sent to investors
- Assisting in client's annual audit process
- Preparation and calculation of drawdown and distribution notices in accordance to client's deadline
- Preparation of payments initiated by client for their approval
- Preparation of monthly invoices in accordance with fee agreements on a timely basis
- Ensuring relevant procedures and checklists are adhered to and completed to minimise risk of errors

United Overseas Bank Limited (UOB)

Nov 2013 – Feb 2014

Senior Officer – Group Finance & Corporate Services (Entity Reporting & Control – Financial Accounting)

- Processing of General Ledger (GL) account requests
- Ensuring proper authorization for all GL requests
- Assigning relevant GL accounts for requestor
- Creating appropriate GL accounts for requestor

Monetary Authority of Singapore (MAS)

Jan 2012 – Nov 2013

Finance Officer – Finance Department (Foreign Investment Accounting Division)

- Responsible for accounting related matters of 17 external fund managers of MAS
- Liaising with custodian on accounting related matters to ensure accurate monthly reporting
- Ensuring custodian's data to be captured accurately in MAS database on a daily basis
- Verifying and ensuring that monthly custody and management fees are accurate
- Verifying and ensuring that yearly performance fees are accurate
- Preparation of monthly accruals for custody and management fees
- Preparation of monthly financial reports for the valuation team
- Performing reconciliation and sample checks of fund managers' reports and custodian's reports
- Obtaining data from Bloomberg terminal for independent checks and verifications
- Responding to audit confirmations from fund managers' external auditors

EDUCATION QUALIFICATIONS**CPA Australia (Certified Practising Accountants Australia)**

Jul 2013 – Present

Royal Melbourne Institute of Technology (Singapore Institute of Management)

Aug 2010 – Aug 2013

- Bachelor of Business (Accountancy)

Temasek Polytechnic

Apr 2005 – Mar 2008

- Diploma in Business Process & Systems Engineering (BZE)

Bedok North Secondary School

Jan 2001 – Dec 2004

- GCE 'O' Level

Opera Estate Primary School

Jan 1995 – Dec 2000

- PSLE

SKILLS AND ABILITIES

- Information Technology: Microsoft Office, Bloomberg and Thomson Reuters Terminal System
- Driving Licence: Class 3
- Language: Spoken: English, Mandarin & Basic Hokkien
Written: English

REFERENCES

- Available upon request

NOTICE PERIOD

- 1 month