

# CHEE SHU WEN, RAYVEN



Date of Birth 1<sup>st</sup> February 1989  
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## **FINANCE EXECUTIVE / ACCOUNTANT**

Meticulous finance executive / accountant, who undertake complex assignments, meet tight deadlines and delivers superior performance. Highly organized and self-driven individual, insists on absolute accountability and ownership with minimal supervision. Detail oriented and ability to work under pressure to deliver timely and accurate results. Operates with a strong sense of urgency and thrives in a fast-paced setting. Fluent in English, Mandarin and Malay. Core competencies include:

Financial reporting, financial statements, management reporting, financial analysis, Internal Controls, business process review, SAP System, data analysis

## **Professional Experiences**

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**2016-2016 Columbia Real Estate Pte Ltd**

**Singapore**

*Investment Accountant (2016)*

Handle full set of accounts and prepares financial management reporting for several entities within the Group. Liaise with external audit and tax matters along with analysis of business sales trends for the company.

- Prepare monthly financial management reporting and responsible for cash flows for 3 companies within the Columbia group to ensure the completeness and accuracy of the management accounting records.
- Managed bank statement and bank reconciliation for 11 properties and other reports within the timelines.
- Responsible for Account Payables, Account Receivables and General Ledger of the company and its subsidiaries. Process journal entries and perform accounting correction to ensure accurate records.
- Provide recommendation and achieve 80% of targeted sales by liaising with internal sales & operation team to gather, analyse, and interpreted the financial data and sales data.

**2012 – 2015 KPMG Management & Risk Consulting**

**Malaysia**

*Senior Associate (2014 – 2015)*

*Associate (2012 – 2014)*

Responsible for conducting application control review and audit services for different industries (e.g. manufacturing, insurance, banks, telecommunication sector, education industry, oil & gas, hotel sector, multi-level marketing sector, retail industries and etc). Leading a team of 4 - 5 in internal control reviews and business process reviews for different clients.

- Lead 20+ engagements in providing consulting and audit services, by giving guidance and instructions as well as providing support to the team members.
- Provided timely, accurate and reliable completion of 30+ client engagements in conducting external audits, compliance & operational audits, business process review, internal control reviews Sarbanes Oxley (SOX) audits, and IT audits on financial systems.
- Prepared time and cost budgets, planned and conducted audit preparation, served as liaison during audit phases, assist in several projects with revenue of more than RM 100,000.
- Experience in working across functions and dealing with overseas entities (e.g. KPMG Netherland, KPMG Singapore, KPMG Korea and clients in overseas)

## **Education Background**

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- 2009-2012**     **Association of Chartered Certified Accountants (ACCA)**, Sunway University, Malaysia
- 2009-2012**     **Bachelor of Science (Hons) in Applied Accounting**, Second Class Honours, Oxford Brookes University, Malaysia
- 2007-2008**     **Certified Accounting Technician (CAT)**, Sunway University, Malaysia

## **Certifications**

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Associate of Association of Chartered Certified Accountants (ACCA)  
 Certified Accounting Technician (CAT)

## **Languages**

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English (Native), Mandarin (Fluent), Malay (Fluent)

## **Technical Skills**

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Proficient in Microsoft Office, advanced Excel (including vlookup and pivot), Word, PowerPoint, SAP ERP System, ORACLE financial system, IDEA Data Analysis software.

## **Personal Interests**

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Frisbee, Badminton, Photography, Jungle Trekking, DIY Miniature house decoration, Research and Reading.