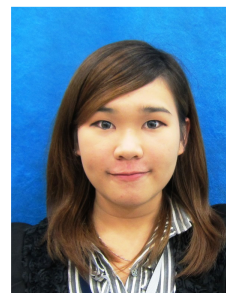


## CURRICULUM VITAE

### PERSONAL DETAILS

Full Name : Vanessa Chiam Shinyi  
Residential or : Block 219, Serangoon Avenue 4  
Mailing Address : #03-220, 550219  
Mobile Phone No. : 9796 3510  
Email Address : chiamvanessa@gmail.com  
Nationality : Malaysian  
NRIC No. : 881116-01-5056  
PR No. : S8879698E  
Date of Birth : 16<sup>th</sup> November 1988  
Marital Status : Single



### EDUCATION

2000 – 2003 : SMK CONVENT BATU PAHAT, JOHOR  
(completed lower secondary education)  
2003 – 2005 : SMK JALAN KOLAM AIR BATU PAHAT, JOHOR  
(completed secondary education)  
2006 – 2011 : Multimedia University (University Telekom), Melaka.  
[Bachelor Of Accounting (Hons)]

### ACADEMIC RECORD

YEAR	EXAMINATION	GRADE/CGPA
2003	Penilaian Menengah Rendah (PMR).	6 As out of 7 A
2005	Sijil Pelajaran Malaysia (SPM)	7 As out of 10 A
2011 Upper)	Bachelor Of Accounting (Hons)	3.36/4.00(2 <sup>nd</sup> Class
2015	Association of Chartered Certified Accountants (ACCA)	PASS

### INTERNSHIP EXPERIENCES

A) **Organisation:** PricewaterhouseCoopers, Malaysia  
**Period:** 6 months

#### **Skills acquired at PricewaterhouseCoopers Malaysia**

- 1) Perform corporate tax services
- 2) Filling Form C & R, Form CP204 & CP204A.
- 3) Assist tax senior on preparing tax computation
- 4) Involved in preparing tax for following types of industries
  - a. Energy
  - b. Power utilities
  - c. Media corporation
  - d. Info Communication Corporation.

## WORKING EXPERIENCES

**A) Organisation: Tour East Holdings Pte Ltd ( a subsidiary of Japanese Tourism Bureau)**

**Period : April 2016 till present**

**Position : Assistant Manager, Finance Department**

**Skills acquired at Tour East Holdings Pte Ltd**

- Collating, review and consolidate monthly management report from subsidiaries (including budget, 1<sup>st</sup> FOC, 2<sup>nd</sup> FOC and 2 months FOC)
- Prepare monthly reporting to regional headquarter.
- Perform quarterly variance analysis of holding company and collate from each offices.
- Prepare the debtor ageing report monthly from each offices as well as holding company.
- Prepare the monthly cash flow planning report of holding company and consolidate the group's cash flow planning report.
- To send the monthly accounting calendar to the group's subsidiaries.
- Collating the yearly external audit schedule of the group's subsidiaries.
- Prepare the half yearly questionnaire report for holding company as well as collating from each subsidiaries.
- Prepare and collating tax risk report or financial risk report required.
- Responding for any financial queries related to Tour East Group from management and immediate holding company.
- Reinforce the financial governance of Tour East Group.
- Reviewing the intercompany confirmation.
- Maintaining and reviewing the holding company's daily financial accounts.
- Prepare the corporate tax reporting to IRAS.
- Provide internal audit by reviewing the financial controls, operational and compliance controls, risk management policies and system as well as makes improvement recommendation to the Group.
- Provide audit findings summary to headquarter.
- Identify and drive continuous process improvement and develop effective accounting and internal control procedures.
- Being the key personnel for the introduction of Tourplan system and AXIS system for the Group.
- Support in other project if required.

**B) Organisation: Kensington Corporate Management (S) Pte Ltd**

**Period : (March 2015 till March 2016)**

**Position : Client Accounting Senior Executive**

**Skills acquired at Kensington Corporate Management (S) Pte Ltd**

- Handling a portfolio of local private limited companies or branches of foreign companies and assist in the transition of the accounting transfer records from the take-over business.
- Prepare monthly, quarterly or annual client accounts including general ledger and management accounts.
- Prepare voucher, coding and posting into Autocount Accounting system (version 1.8)
- Prepare reconciliation e.g Bank balances, intercompany bank balances.
- Compilation of unaudited financial statements in accordance to Singapore FRS.
- Preparation of annual tax computation and Form C/ C-S and Appendixes to IRAS for selected clients.
- Liaise with and advise clients on on-going company accounting or bookkeeping matters.
- Performing any additional ad-hoc assignments.

## **WORKING EXPERIENCES (Con't)**

### **C) Organisation: Mazars LLP, Singapore (Top 5 auditing firm in France)**

**Period : 3 year and 3 months (September 2011 to January 2015)**

**Position : Senior 2**

#### **Skills acquired at Mazars LLP Singapore**

- Involved in audits of multinational and local companies and groups
  - Mainly involved in trading and manufacturing companies.
- Job scope included but not limited to
  - audit planning,
  - performed analytical review of financial data,
  - prepared audit programs,
  - system mapping and flowcharts,
  - identified financial reporting system and internal control weaknesses as well as provided feasible recommendation to clients
- Experience in consolidation audit and announcement for listed companies.
- Experience in preparation of Financial Statements entity level and group level.
- Experience in auditing of medium & large corporations, including listed companies.

#### **Achievements**

1. Being awarded as the best outstanding Audit Assistant 1 for year 2012.

### **D) Organisation: Mazars LLP, Singapore**

**Period : 2 months (September 2012 to October 2012)**

**Position : Seconded to Tax department as Tax assistant**

#### **Skills acquired at Mazars LLP Singapore (Tax Department)**

- 1) Perform corporate tax services
- 2) Filling Form C
- 3) Assist tax senior on preparing tax computation
- 4) Assist tax senior in raising outstanding queries to client

### **E) Organisation: Mazars LLP, Singapore**

**Period : 2 months (September 2014 to October 2014)**

**Position : Seconded to Accounting and Outsourcing department as Assistant Manager**

**Reason:** Being selected by company to help up on the transfer pricing issue and to tidy up the notes to account of the Company.

**EXTRA CURRICULAR ACTIVITIES****UNIVERSITY LEVEL**

<b>CLUB</b>	<b>POSITION</b>	<b>RESPONSIBILITY</b>
ROBOTIC CHALLENGE WEEK (ROBOTIC CLUB)	ASSISTANT TREASURER	To assist the treasurer in overcoming the financial events of the club.
INTERVARSITY ACCOUNTING QUIZ ( ACCOUNTING CLUB)	WORKING COMMITTEE- EXTERNAL PR	To ensure that the participation of the event is a success.
3RD NATIONAL CULTURAL DANCE COMPETITION (CHINESE LANGUAGE SOCIETY)	WORKING COMMITTEE- CREATIVE DEPARTMENT	To create an innovative design and theme to enlighten the event of the day.
MUMOS NIGHT ( MOVIE SOCIETY)	ASSISTANT DIRECTOR OF SHORT FILM COMPETITION	To help the director in finding materials for the competition.
RACE TO POINT ( ACCOUNTING CLUB)	WORKING COMMITTEE	To ensure that every participant learn of team work during the race with treasure hunt.
AUTOSHOW EVENT (ENGINEERING SOCIETY)	WORKING COMMITTEE	To ensure that the flow of the car drifting event is run smoothly.

**School Level**

<b>CLUB</b>	<b>POSITION</b>	<b>RESPONSIBILITY</b>
-	PREFECT	To help the school in assisting the students to behave mannerly and being a role model to the students.
SCHOOL MAGAZINE CLUB	WORKING COMMITTEE- ENGLISH COLUMN	To assist the school to ensure that the school magazine is held out successfully.
ENGLISH LANGAUGE SOCIETY	SECRETARY	To record all the minutes efficiently and with integrity.
ANTI-CORRUPTION CLUB	SECRETARY	To record all the minutes with integrity and objectively.
INTERACT CLUB	DIRECTOR	To ensure that the club give a lending hand to the needed community.

**Others**

COMPETITION	LEVEL	RESULT
PHYSIC QUIZ	MALAYSIA	DISTINCTION

PARTICIPATION	YEAR	
NATIONAL SERVICE OF MALAYSIA	2006	Completed the program with leadership, integrity, responsibility towards families, nation and the country

SCHOLARSHIPS	LEVEL	
JABATAN PENDIDIKAN AWAM (MALAYSIA GOV.)	DEGREE YEAR – 4 YEARS	

**RELEVANT SKILLS****Linguistic:**

Fluent in English, Mandarin and Bahasa Malaysia Language

**Others:**

Possess vast knowledge in usage of Tourplan Accounting system, JDE accounting system, People Soft Accounting system, Autocount Accounting software, Auditsoft package, Microsoft Word, Excel, and PowerPoint and possess basic knowledge on UBS Accounting Software.

**PERSONAL ATTRIBUTES**

- 1) Able to work independently
- 2) Task oriented and prepared to face challenges
- 3) Willing and eager to learn
- 4) Self-motivated and work well under pressure to meet deadlines
- 5) Excellent interpersonal and communication skill

**REFERENCES**

1. Leanne Toh  
Accountant  
KMP Pte Ltd  
Tel: 9146 9316
2. Ooi Chee Keong  
Audit Manager  
Mazars LLP Singapore  
Tel: 9028 1104