

**PERSONAL PARTICULARS**

Name : Tay Soo Eng  
Sex : Female  
Age : 39  
Marital status : Single  
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**WORK EXPERIENCE**

<b><u>Name of company</u></b>	<b><u>Position Held</u></b>	<b><u>Period</u></b>	<b><u>Responsibilities</u></b>
GIC Pte Ltd / GIC Real Estate Pte Ltd	Associate	09/05 – 03/06	<ul style="list-style-type: none"><li>• Head of Finance &amp; Accounting (Real Estate) in Investment Services Private Markets &amp; Finance</li><li>• Business partner of the Real Estate business group, which includes overseeing and supporting the financial accounting, tax and management reporting functions for real estate assets in various regions, including United States, Europe, Australia, India and various parts of South East Asia mainly Malaysia.</li><li>• Partnering the real estate deal teams on financial and tax structuring, review due diligence on acquisitions and disposals, review agreements and advise on finance/tax related issues.</li><li>• Responsibilities include:<ul style="list-style-type: none"><li>○ Overseeing F&amp;A Centre of Excellence (Real Estate) team to be the strategic business partner of the Real Estate business</li><li>○ Reviewing accounting and property management reports</li><li>○ Preparing and reviewing financial accounts and tax returns for investment holding companies in various regions and providing financial inputs on holding structures</li><li>○ Reviewing and approval of daily transactions including payments and capital funding</li><li>○ Providing oversight and managing of cash for investment holding companies</li><li>○ Overseeing the custody and reconciliation processes for real estate assets; as well as administration work relating to property accounts and liaison with banks across different countries</li><li>○ Handling the corporate secretarial functions for investment holding companies</li><li>○ Liaising with external auditors and overall in charge for the group audit matters</li><li>○ Reviewing financial controls for asset operations and liaising with external auditors</li></ul></li><li>• Lead in the Management Reporting functions of Finance Department (Real Estate), to ensure timely and accurate management reporting to various corporate departments. This also includes working closely with regional heads in real estate to ensure timely reporting.</li></ul>
	Assistant Vice President	04/06 – 03/09	
	Vice President	04/09 – 03/13	
	Senior Vice President	04/13 - Current	

**WORK EXPERIENCE**

<u>Name of company</u>	<u>Position Held</u>	<u>Period</u>	<u>Responsibilities</u>
GIC Pte Ltd / GIC Real Estate Pte Ltd (cont'd)			<ul style="list-style-type: none"><li>• Spearheaded the cash management process of real estate group, and worked closely with regional heads of real estate group, Treasury/Operations Departments to ensure adequacy of funds for operational needs.</li><li>• Responding to information needs of management, and working on system projects periodically to meet new accounting and business requirements</li><li>• In charge for the Finance Department (Real Estate)'s Operational Risk Self-Assessment and Review involving the review of core processes to affirm the adequacy of existing controls against fraud.</li><li>• Oversee and co-ordinate the global property audits, and involve as part of the working group to formulate the risk assessment, content and administration of the annual property audits globally for reporting to Property Audit Management Committee.</li><li>• Participated and lead in various Innovation &amp; Quality projects/work groups to improve processes which involve quantifying the issue and benefits, understanding the issue, identifying and implementing the solutions.</li><li>• Lead in Finance system development and implementation of a new financial and accounting system integral to the real estate and private equity business.</li><li>• Currently involved as Business Owner in various finance related as robotics projects and applying AGILE development methodology.</li><li>• Has travelled to United States, United Kingdom, France, Luxembourg, Australia and Malaysia to meet with counterparties / service providers.</li></ul>
Ernst & Young, Singapore	Audit Assistant	09/99 – 06/01	<ul style="list-style-type: none"><li>• Manage a number of listed companies and multi-national corporations including:<ul style="list-style-type: none"><li>○ Seagate Technology International</li><li>○ Singapore Airlines Limited</li><li>○ Sunright Limited</li><li>○ United Industrial Corporation Limited</li><li>○ Eng Kong Holdings Limited</li><li>○ Woh Hup Group of companies</li><li>○ Tetrapak Group of companies</li><li>○ Penguin Boat International Limited</li><li>○ UOB – Travel and property group of companies</li><li>○ Jafco Asia Technology Funds</li><li>○ Sompo Japan Insurance Company (Asia) Pte Ltd</li><li>○ Singapore Aviation &amp; General Insurance</li></ul></li><li>• Has varied experience in auditing companies operating in highly control-based environment including:<ul style="list-style-type: none"><li>○ Experience in auditing and reviewing of internal control procedures of highly mechanised manufacturing companies, airline, transportation, insurance, construction, property and investment holding companies.</li></ul></li><li>• Scope of experience encompasses statutory audit for US and local reporting purposes, preparing cash flow statements, consolidation, tax computation, performing internal audit, and assessment of controls.</li></ul>
	Audit Senior	07/01 – 06/03	
	Audit Supervisor	07/03 – 06/04	
	Audit Manager	07/04 – 09/05	

## WORK EXPERIENCE

<b><u>Name of company</u></b>	<b><u>Position Held</u></b>	<b><u>Period</u></b>	<b><u>Responsibilities</u></b>
Ernst & Young, Singapore (cont'd)			<ul style="list-style-type: none"> <li>• Provide accounting and advisory assistance to audit clients in their day-to-day operations and in the preparation of their accounting records, financial statements and management letters for year-end audits</li> <li>• Conduct and manage financial audit assignments for US reporting purposes and local statutory audits</li> <li>• Prepare and review annual reports, audit plans and audit committee reports for public listed companies as well as ensuring regulatory compliance to the US GAAP, Singapore Exchange (SGX) Listing Manual, Companies Act, Financial Reporting Standards for clients' quarterly, semi-annual and annual financial year-end announcements</li> <li>• Performs group consolidations, limited reviews, due diligence and other special assignments.</li> <li>• Participate in staff planning, budgeting and liaising with clients</li> <li>• Supervise and train team members on engagements</li> <li>• Performed compliance audit to ensure appropriate controls are in place and are properly executed and gave recommendations to improve on the existing procedures for statutory board – People's Association.</li> <li>• Additional certification work performed for application of grants from the EDB, JTC, application of special reliefs available under the Singapore Income Tax Act (e.g. Investment Allowances).</li> <li>• Has travelled in the region, including Malaysia, Thailand and United States.</li> </ul>

## **QUALIFICATIONS**

<b><u>Professional qualifications</u></b>	<b><u>Year Obtained</u></b>
Chartered Accountant (Singapore) (Non-practising)	2002
<b><u>Educational qualifications</u></b>	<b><u>Year Obtained</u></b>
Bachelor of Accountancy (with minor in Law) Nanyang Technological University	1999
G.C.E. "A" Levels, three distinctions Victoria Junior College	1995
G.C.E. "O" Levels, eight distinctions Tanjong Katong Girls' School	1993

### **Other skills**

- **Computer knowledge:** Proficient in Microsoft Office applications (Word, Excel, Powerpoint), User knowledge of SAP, Oracle, Lotus Notes, Outlook, Efront
- Class 3A driving license
- Language : English and Chinese

## **OBJECTIVE**

Seeking a stimulating career in a dynamic and growth-oriented organization, which allows personal growth and opportunities to utilize my professional skills, experience, effective communications skills and interpersonal skills.