

**Tay Hui Min Amy, CA (821659)**

(Singaporean with a valid work visa for HK)

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## Work Experience

### **Baring Private Equity Asia**

Sept 2016 – Present

Location: Hong Kong

Division: Finance

Business Unit: Corporate

Current Position: Finance Manager

- Drive financial close process for whole BPEA Group for monthly/quarterly/year-end reporting purposes.
- Lead consolidation of BPEA Group and preparing reports for submission to stakeholders.
- Lead & drive the go-live of ERP system (Microsoft AX Dynamics).
- Oversight on AP and payroll function to ensure internal controls and appropriate accounting.

### **Goldman Sachs**

Jan 2013 – Jun 2016

Location: Singapore / Hong Kong

Division: Finance

Business Unit: Investment Accounting (supporting Asia Special Situations Group, ASSG)

Last-held Position: Associate

- Perform monthly ledger closing procedures for USGAAP and tax reporting.
  - Journal posting, preparation of schedules & reconciliation, P&L estimates, variance analysis to senior management, cash flow/PL reporting to Desk
- Analyse deals / transactions to understand the impact to accounting treatment, funding, control considerations and other operational matters. Deals / transactions include distressed assets such as real estate, non-performing / sub-performing loans (NPLs/SPLs) collateralised by real estate and private equity.
- Maintaining / updating pipeline of upcoming deals for sharing with asset managers & desk.
- Reporting to regulators such as Federal Reserve and the U.S. Securities and Exchange Commission (SEC).
  - Perform daily control functions of financing reporting and ensure financial reporting is of high quality and meets applicable accounting principles and regulations.
- Manage the quarterly Balance Sheet substantiation & SOX process.
- Possess knowledge of Variable Interest Entities (VIE) reporting.
  - Responsible for consolidated VIE reporting for Asia Pacific region
- Cross border liaison with other global departments within the firm (e.g. product control, Legal, compliance, tax, technology, corporate treasury, deal trading desks, middle office) in the course of work.
- Handle ad-hoc requests/enquires from various stakeholders for financial information of responsible entities to maintain appropriate control and accuracy.

**Ernst & Young LLP**

Sep 2010 – Jan 2013

Location: Singapore

Division: Assurance

Business Unit: General Audit

Last-held Position: Audit Senior

- Lead audit teams in execution of audit fieldwork
  - Supervise team in the collection and analysis of data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies
  - Reviewing assistants' work; provision of guidance and development
  - Determining scope of investigation required
  - Involvement in engagement budget planning, team planning and client meetings
- Report to management
  - Prepare detailed reports on audit findings
  - Report to audit senior managers/partners on yearly and quarterly variance analysis on clients' management accounts as well as significant issues
  - Examine and evaluate financial and information systems, recommending controls to management to ensure system reliability and data integrity
  - Assist in preparing annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning
- Special Project
  - Involvement in the IPO Project of Maxi-cash Financial Services Corporation Ltd in 2012
- Examples of companies audited
  - The Hourglass Limited
  - Reader Digest Asia Pte Ltd
  - Singapore Chinese Orchestra
  - Unionmet (Singapore) Limited
  - Aspiat Corporation Limited & its Subsidiaries
  - Weatherford Asia Pacific Pte Ltd
  - Danone Asia Pacific Holdings Limited & its Subsidiaries
  - Beeconomic Singapore Pte Ltd
  - Hitachi Koki (Singapore) Pte Ltd

**Qualifications****Chartered Accountant (CA), Singapore**

Mar 2014 - Present

**Nanyang Technological University**

Aug 2007 – May 2010

- Bachelor of Accountancy with Honours

**IT & Language Proficiencies**

- Competent with Oracle database, Hyperion Essbase, Peoplesoft accounting system, Microsoft Dynamic AX, JDE (JD Edwards)
- Adept in Microsoft office suite (Excel, Word, Powerpoint)
- Fluent and proficient in spoken/written English and Mandarin