

# Aderine Pong

Financial Controller



## Personal Information

Mobile no.: +65 9766 9719

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## Languages spoken and written

English  
Mandarin

## Qualification

CPA with ACCA Qualification

## Key skills

Financial reporting  
Management reporting  
Group consolidation  
Accounting system implementation  
Good leadership and management skills

## Technical skills

MS Excel, Words & PowerPoint  
AX Dynamic Accounting System  
MRI Accounting System  
Quick book Accounting System  
Prosoft HRMS  
Time soft Payroll System

## Availability

Able to start work on 6 June 2017

Finance Professional over 15 years of experience in Accounting and Finance department management for international services and real estate companies. I am a goal-getter, energetic, resourceful, hands-on and independent. My greatest strength is business awareness, which enables me to work closely with other business units on the accounting and reporting standard.

## Experience

Sep 2015 – **Financial Controller**

Jun 2017 Sesotec Pte Ltd, International Business Park

A local company (Headquarter in Germany) involves in selling of heavy machinery to Asia regional countries

### Duties and Responsibilities:

- Manage company full set of accounts;
- Monthly financial and management reporting;
- Monitoring monthly stock movement;
- Quarterly board meeting reporting;
- Quarterly Goods & Services Tax reporting;
- Analyse moving target and forecast quarterly;
- Annual budgeting exercise;
- Human resources role including all statutory filing requirements;
- Assist in setting up and oversee subsidiary in Thailand;
- Liaise with external parties like bankers, auditors, tax officers, lawyers etc.

### Key Achievements:

I have tidied up the inventory list with ageing reports within 3 months working with the company.

### Reason for leaving:

Company financially not stable and downsizing.

Jun 2011 – **Financial Controller**

Sep 2015 Savills (Singapore) Pte Ltd, Raffles Place

A Real Estate Company (Headquarter in United Kingdom) involves in property related services.

### Duties and Responsibilities:

- Head of Department (Finance) with 13 subordinates ranging from Accounts Assistant to Finance Manager;
- Maintain full set of accounts for 4 separate legal entities;
- Group consolidation for 4 Singapore holding and subsidiaries accounts for reporting to Hong Kong Holding Company;
- Involves in annual budgeting and quarterly forecasting;
- Prepare monthly financial and management accounting reports and performance variance analysis between actual and budget;
- Reconcile bank accounts, customer invoicing and monitoring of accounts payables and receivables;

## Experience

Jun 2011 – **Financial Controller**

Sep 2015 Savills (Singapore) Pte Ltd, Raffles Place

### **Duties and Responsibilities (Cont.....):**

- Manage payroll accounts for 3 legal entities about 150 staff;
- Liaise with tax agents and auditors including quarterly submission of GST returns;
- Establish and improve the existing internal control of financial system, process and procedure in order to promote operational efficiency and effectiveness in financial accounting, expenditure, and revenue business cycles;
- Provide support for corporate administrative work including working with company's secretary for board resolution and local filing requirements, etc.;
- Work with management team to meet required target and monthly meeting on timely billings and collection etc.;
- Supervise, guide and train 13 subordinates on their day-to-day function;
- Perform due diligence on new Company acquired and integration of mergers and acquisitions;
- Review SEA country (Thailand, Vietnam, Myanmar, Indonesia and Malaysia) monthly financial reporting;
- Maintain and constantly review financial policies and procedures manual;
- Assist in standardization of financial processes across SEA.

### **Key Achievements:**

1. Timely reporting and able to meet tight deadline and ad hoc requirements requested by Hong Kong Holding Company.
2. Successfully implement new accounting system (AX Dynamic) for 4 Singapore Entities (previously using 3 different accounting software) concurrently within a short period of 4 month, including one month parallel run.

### **Reason for leaving:**

Change of working environment and to experience difference industry exposures.

Jun 2006 – **Senior Finance Manager**

Jun 2011 Alpha Investment Partners Limited, Bugis Junction

A Fund Management Company (100% owned subsidiary of Keppel Land Limited) involves in managing different funds in real estate properties within Asia Pacific region.

### **Duties and Responsibilities:**

- Managing Fund accounts (countries include Japan, Korea, Hong Kong and Singapore). The fund size is about equity US\$450 million;
- Manage the company corporate accounts (1 parent company in Singapore, 3 subsidiaries in Japan, Korea and China and 1 branch in Taiwan);
- Lead and manage the Finance team in charge of funds account and corporate accounts to ensure all reporting and announcements (quarterly basis) of funds accounts are accurate and complete on a timely basis;
- Work with Investment team, lawyers, auditors and tax consultants on any proposed projects/acquisitions/fund on the appropriate structure as well as review financial impacts of new project/acquisition/fund;

## Experience

Jun 2006 – **Senior Finance Manager**

Jun 2011 Alpha Investment Partners Limited, Bugis Junction

### **Duties and Responsibilities (Cont.....):**

- Responsible for the preparation of timely financial and management reporting, performance review and quarterly analysis, budgeting and forecasting and cash flow management;
- Responsible for quarterly timely submission of Form 1 and 5 and I&E to MAS;
- Master of the accounting software – MRI;
- In charge of office admin and office facility, human resource and IT administration.

### **Key Achievements:**

1. Maintain and keep the team (5 staff) to work as a team to produce accurate and quality reports.
2. Provide training to our Property Managers in regional countries to use the Web MRI accounting software for AR and AP module.

### **Reason for leaving:**

To have exposure of heading a department and more challenges.

Jan 2006 – **Finance Manager**

Jun 2006 Stratech Systems Limited, International Business Park

A local listed company providing high technology systems locally and internationally

### **Duties and Responsibilities:**

- Check financial accounting reports;
- Consolidation of 1 holding accounts and 8 subsidiaries accounts i.e. 4 local and 4 overseas accounts;
- Project accounting;
- Liaise with external auditors;
- Half year announcement and yearly annual reports reporting.

### **Key Achievements:**

During this short period, able to produce timely company annual reports.

### **Reason for leaving:**

The Company is financially unstable.

Oct 2004 – **Finance Manager**

Dec 2005 Infonet Singapore Pte Ltd, Suntec City

A local company (Headquarter in United States) providing telecommunication line/services locally and internationally.

## **Experience**

Oct 2004 – **Finance Manager**  
Dec 2005 Infonet Singapore Pte Ltd, Suntec City

### **Duties and Responsibilities:**

- Prepare and check financial and management accounting reports;
- Consolidation of three subsidiaries accounts i.e. 2 Singapore accounts and 1 Malaysia accounts;
- Provide management analysis reports;
- Prepare payroll for the three subsidiaries companies;
- Budgeting & cash flow forecast;
- Human resources and related matters.

### **Key Achievements:**

1. Fully set up accounting codes and financial accounts format for Malaysia subsidiary accounts using ACCPAC system 5.2.
2. Convert SGD accounts to USD accounts for FY2005 starting Apr'04 to meet the audit standard and US HQ requirements.

### **Reason for leaving:**

Change of environment and to have more exposures and challenges

Feb 2002 – **Accounts Manager**  
Sep 2004 Colliers International Asset Management Pte Ltd, Tanjong Pagar  
A Property Asset Management firm involves in managing various condominiums and commercial buildings

### **Duties and Responsibilities:**

Accounts Manager of the Trust Accounts team

- Managing a team of 15 accounts staff including 3 Accounts Supervisors on the day-to-day duties of the Accounts Assistants;
- Review monthly Financial Statements prepared by the Accounts Assistants for about 120 projects handled by them;
- Provide strategic planning on how to improve the Trust Accounts team's performance and assist Accounts Assistants to solve problems on difficult customers;
- Come out with best practices and standardization of accounting procedures on presenting the accounts to the customers;
- Liaise with all levels of people from internal customers like Team Managers, Site Staff – Condominium Manager and external customers like Council members, Subsidiary Proprietors, external auditors, bankers etc.;
- Project team manager in implementing and transferring the old in-house accounting software to MRI accounting software.

## Experience

Feb 2002 – **Accounts Manager**

Sep 2004 Colliers International Asset Management Pte Ltd, Tanjong Pagar

### Key Achievements:

1. Motivate and cultivate the accounts team to be efficient and effective in their works by providing excellence results to the clients.
2. Able to manage a large team effectively and raise the morale of the accounts team.
3. Under study and implement the new accounting software, MRI, and convert the old in-house accounting software (stand-alone DOS version) within 3 months' time.
4. Lead and direct the transferring of the data (total about 120 MCSTs' accounts) and come out with self-written system operational manuals to guide and train the staff on the new accounting software.
5. Make presentation to MINDEF, NAVY and AIRFORCE officers on our accounting services and finally clinch the contracts for the company by managing their club membership accounts.

### Reason for leaving:

I prefer to work in a corporate environment and more challenging works after obtaining my ACCA qualification.

Jan 1996 – **Senior Manager - Finance**

Jan 2002 Informatics Holdings Ltd, International Business Park

A local public listed firm involves in providing education on computer and business programs

Carrier progression: Finance Executive --- Senior Finance Executive ----- Finance Manager--  
-----Finance Specialist/Analyst ----- Senior Manager - Finance

### Duties and Responsibilities:

- Coordinating and handling group consolidation accounts and group reporting for 5 main subsidiaries i.e. Singapore, Malaysia, Hong Kong, China and Europe and other smaller regional subsidiaries and associates;
- Meeting tight datelines on quarterly, half yearly and annual reporting for statutory requirements;
- Involve in business strategic planning and monthly company business performance meeting;
- In charge of International Business Unit accounts dept. of about 4 staff;
- Liaise with the operations people to boost up sales;
- Analyst international accounting reports;
- Set up, monitor and access new finance projects including accounting and reporting systems;
- Involve in business strategy and budget planning;

### 3 years' experience

- In charge of 2 companies' accounts: -
  - Informatics Computer School (including all Informatics centers);
  - CAL Computer Training School (including all CAL centers).

## Experience

Jan 1996 – **Senior Manager - Finance**

Jan 2002 Informatics Holdings Ltd, International Business Park

### **Duties and Responsibilities (Cont.....):**

#### 3 years' experience

- Supervise a team of 6 accounts staff: -
  - Review of work done by the accounts staff;
  - Authorized journal entries and payment vouchers raised by the accounts staff;
  - Guide and train the staff for new assignments.
- Prepare monthly financial statements: -
  - Both companies Consolidated Profit & Loss and individual centers P & L Accounts;
  - Prepare Balance Sheet and review the supporting schedules;
  - Prepare variance analysis report for figures that do not meet budgeted figures.
- Involve in annual budget exercise and also prepare weekly cash forecasts
- Liaise with the internal auditors and external auditors: -
  - Implement internal control within the centers.
  - Assets tagging for all centers
- Handle payroll and CPF returns (about 350 staff).
- Prepare quarterly GST returns.

### **Key Achievements:**

1. Implement and rewrite the financial statement presentation in different styles e.g. Matrix business models using Great Plains FRX accounting software.
2. Involve very actively in the business strategic planning and yearly budgeting and forecasting exercises.
3. Train other subsidiaries finance personnel on standard accounting reporting packages.
4. Implement and rewrite the financial statement presentation in different styles e.g. Matrix business models using Great Plains FRX accounting software.
5. Involve very actively in the business strategic planning and yearly budgeting and forecasting exercises.
6. Train other subsidiaries finance personnel on standard accounting reporting packages.

### **Reason for leaving:**

To look for a less pressurize job so that I can concentrate on my ACCA qualification at Level 2 & 3.

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## **Education**

1981 to 1984	GCE 'O' Level with 7 O level Outram Secondary School
1985 to 1986	GCE 'A' Level with 3 A and 3 AO level Jurong Junior College
1993	LCCI Higher Accounting
2000 to 2003	ACCA FTMS Education
Nov 2004	CPA ICPAS

## **Salary Expectation**

Current Salary: S\$12,000 monthly

Expected Salary: S\$10,500 to S\$12,000 with annual variable bonus (negotiable)

## **Availability**

Able to start work on 6 June 2017

(Have tendered resignation – currently servicing notice period).

