

# TimPoh, Chan



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403D #25-155, Fernvale Lane, 794403, Singapore | +65 9109 7888 | chantimpoh@gmail.com

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## Skills Profile

- More than 15 years of F&B experience in Finance, Human Resource, System Support & Office Administration
- A self-motivated, energetic team player with business acumen, excellent analytical and interpersonal skills.
- Goal-oriented individual with leadership abilities & proven ability to work with staff at all levels

## Education

### **BACHELOR'S DEGREE IN SCIENCE | JULY 1998 | NATIONAL UNIVERSITY OF SINGAPORE**

- Major: Economics
- Minor: Computational Finance & Computer Programming and Applications

### **STPM | 1993 | SEKOLAH MENENGAH DATOK LOKMAN, KL**

## Software Skills

- ERP Accounting System: Microsoft Navision 2015 (NAV), Sage ACCPAC ERP ver5.4, Tally 9 ERP
- Point-of-Sales (POS) : Infogenesis, ePoint, Wincor Nixdorf;
- Payroll : PROSOFT U4P Payroll;
- MS Office : Advanced EXCEL , Business Analytics & Reporting (BAR) , Adv ACCESS Database,;

## Awards & Other Certificate of Achievement

- NUS - BP Science Colours Awards (Silver) 1998
- VHR - Employment Act MasterClass 2011
- CCIS - bizSAFE Level 1 Course 2011
- NUS Business School - Leadership Development Program 2013
- SBF – Workshop on Employment Act , on Drafting an Employee Handbook , on Work Injury Compensation Act, on Discipline Handling at the Workplace from HR & Legal Perspective 2011 - 2013

## References

- Freddie Heng, Ex-Director of MENU Pte Ltd, +65 9879 8826 / email: [freddieheng@gmail.com](mailto:freddieheng@gmail.com)
- CK Wong, Managing Director of Databit Pte Ltd, +65 9488 4143 / email: [ckw@databit.com.sg](mailto:ckw@databit.com.sg)

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## Experience

### **FINANCIAL CONTROLLER | STOVVE PTE LTD (FKA THE PERANAKAN FOODS COMPANY PTE LTD) | JUN 2016 – PRESENT**

- Reports to Managing Director
- Manage day-to-day accounting functions and month-end closing, preparing accounting and management reports and cash flow management.
- Coordinate & Review with Auditor, Tax agents on all yearly audit & tax matters.
- Develop and implement policies and procedures for proper internal control.
- Plan and implement a new holistic ERP system which include the in-house central kitchen production.

### **FINANCE MANAGER | FOOD JUNCTION MANAGEMENT PTE LTD | OCT 2014 – MAY 2016**

- Reports to Group CFO of Auric Pacific Group Limited (a listed SGX company)
- Lead forecasting, planning, reporting and payment processes for business.
- Coordinate monthly group closing and consolidation activities.
- Coordinate & Review with Auditor, Tax agents on all yearly audit & tax matters.
- Develop and implement policies and procedures for proper internal control.
- Supervise, develop and provide feedback to staff of employees, including providing guidance through prioritization and delegation of work assignments.

#### **Achievements:**

- Coordinated with MIS & Navision consultants for a million dollars full scale of ERP accounting system (Microsoft Navision – NAV) with the integration of highly customized modules such as Leasing, Procurement, Inventory and POS sales data interface for both Malaysia and Singapore entities.
- Generated one time savings of \$150,000 as a result of implemented a better & proper payment policies and procedures.
- Recommended & implemented a new Cash-flow management system for a better manage of over 30+ bank accounts including overseas entities resulted timely and highly efficient cash-flow management reports.

### **ADMIN DIRECTOR | MENU PTE LTD | 2010 – MAR 2014**

### **FINANCE DIRECTOR | MENU PTE LTD | 2009 - 2010**

### **FINANCE & IT MANAGER | BREWERKZ SINGAPORE PTE LTD | 2006 - 2009**

### **ACCOUNTS & IT MANAGER | BREWERKZ SINGAPORE PTE LTD | 2003 – 2006**

### **ACCOUNTS & IT EXECUTIVE | BREWERKZ SINGAPORE PTE LTD | 2001 - 2003**

### **SENIOR ACCOUNTS EXECUTIVE | BREWERKZ SINGAPORE PTE LTD | OCT 2000 - 2001**

- Reports to Managing Director
- Manage a group of 6 finance staff to perform day-to-day accounting functions and month-end closing, preparing accounting and management reports and cash flow management.
- Manage 2 HR Executives to oversee the administration of payroll, compensation & benefits functions such as insurance, Submission of income tax returns, CPF, leave administration to ensure regulatory compliance.
- Involve in the budgeting, year-end auditing and liaison with the external auditors, tax agents, secretarial agents and bankers.
- Handle on-site administration and operational supports for Retail POS systems, network equipment and servers & end-user PCs across office and all outlets.

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## **Achievements:**

- Coordinated with Standard Chartered bank for the integration of new online payment solution to suppliers with In-house accounting system in late 2003 which effectively reduced the hassle of issuing hundreds of cheque manually every month.
- Fully integrated & customized the existing ERP accounting system (Accpac) with a new ordering system and resulted a yearly savings of \$8,000 subscription to a 3rd party vendor in early 2011.
- Assisted company to set up a full set of Point-of-Sales "POS" system for every single new opening outlet without paying setup/implementation fee to POS vendor which lead to a total cost savings of \$36,000 or \$6,000 per site.

## **EXECUTIVE – SUPPORTING TEAM | HANJIN SHIPPING (SINGAPORE) PTE LTD | JAN1999 – OCT 2000**

- Reports to Finance Manager and coordinate & manage AR monthly collection from overseas shipping agent office

## **TEMP CORPORATE SUPPORT OFFICER | NUS, DEPT OF CUMMUNITY, OCCUPATIONA & FAMILY MEDICINE| JULY1998 – JAN 1999 (6 MONTHS CONTRACT)**

- Reports to Senior Lecture and assist in medical research and survey assignment