

# SUM PEILING PATRICIA

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Address: Block 3 Delta Ave #08-22 S (160003)

Date of birth: 03 December 1989

Nationality: Singapore Citizen

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## JOB EXPERIENCE

### BRITISH AND MALAYAN TRUSTEES LIMITED

*Sep 2015 - Present*

#### TRUST ACCOUNTANT (TRUST ADMINISTRATOR)

- Managed and administered a group of private trust accounts
- Performed monthly/quarterly closing of the trusts' management accounts
- Prepared monthly bank reconciliations and reviewed property rental billings and receipts and property-related expenses payment vouchers
- Reviewed the KYC documents of the beneficiaries and prepare distribution schedules
- Assisted and prepared quarterly GST returns and tax computations
- Drafted the audited financial statements for one of the larger private trust clients
- Liaised directly with external auditor and tax agents on audit, tax and GST-related matters
- Liaised directly with banks on bank account opening
- Prepared and conducted annual trust reviews

#### Key achievements:

- Championed and liaised directly with vendor from UK on implementation of a customised CRM software (enVisual) and setup of a time-keeping system for the Company
- Ensured that distributions were made paid timely to the beneficiaries (approximately 50 to 80 beneficiaries per month)
- Ensured that quarterly management accounts and audited financial statements were prepared and reviewed on time

### ERNST & YOUNG LLP

*Sep 2011 - Aug 2015*

#### AUDIT SENIOR

- Audited engagements in the real estate, REITs, business trusts, shipping industries with audit clients including Keppel REIT, Frasers Commercial Trust, Ascendas India Trust, Croesus Retail Trust, Ezra Holdings Limited, Fujifilm Singapore, Dragon Group International Limited etc
- Awarded rating of 4 out of 5 for three consecutive years
- Team-led engagement teams during audit field work
- Planning of audit strategy and engagement resources prior to the commencement of audit field work
- Performed controls testing, variance analysis, review of consolidation workings, review of financial statements and quarterly SGX announcements
- Prepared and reviewed audit documentations
- Drafted technical memo, management letters and reports
- Analysed audit recoverability by comparing actual hours charged by audit team against budget
- Prepared audit plans and audit reports to be presented to the Audit Committee

#### Key achievements:

- Handled the audit engagements and coordinate the audit team well despite extremely tight deadlines (including signing off Group financial statements within one month after the financial year-end, providing audit clearance on reporting packs 3 days before and after financial year-end)
- Liaised and communicated with EY audit counterparts in foreign jurisdictions (such as Australia, India, United States) to ensure that the audit procedures are properly documented and audit timeline is met
- Involved in the entire audit for two engagements for four consecutive years from audit planning, audit field work, review of group and subsidiaries financial statements to archiving of the audit
- Dealt with the audit engagement partner directly in clearing audit review points and queries

## INTERNSHIP

RSM CHIO LIM LLP

*May 2010 - Jul 2010*

### AUDIT INTERN

- 11-week internship
- Involved in engagements in electronics, charity and logistics industry
- Performed test of details, test of controls, statutory audit, vouching, client inquiry

## EDUCATION

NATIONAL UNIVERSITY OF SINGAPORE

*Aug 2008 - May 2011*

### BACHELOR OF BUSINESS ADMINISTRATION (ACCOUNTANCY)

- Bachelor of Business Administration (Accountancy) with Merit
- Cumulative Average point: 3.64/5.00

NANYANG JUNIOR COLLEGE

*2006 - 2007*

### GCE 'A' LEVELS

- Distinctions in H2 Chinese Language & Literature, Economics and Mathematics, and H1 Physics
- Chinese Language Elective Program (CLEP)

## CO- CURRICULAR ACTIVITIES

CHANNEL NEWS NANYANG

*Mar 2006 - Jun 2007*

### MEMBER

- Involved in "NY Non-stop", a collage news broadcasting program by taking on various roles such as director, editor, cameraman, presenter and reporter
- Produced one of the two news clips that were selected to represent school for DV Campus Competition, a nationwide interschool news video filming competition
- Two-week internship with Mediacorp News and assisted in transcription of video clips which is important for the production of a program
- Facilitated secondary school students in filming a news clip during the National Secondary Schools Chinese Media Camp 2006/2007

## AWARDS/ACHIEVEMENTS

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|---|------|
| • WMI Certificate in Trust Services (IBF Level 1) | 2016 |
| • Chartered Accountant (Singapore)                | 2014 |
| • Academic Excellence Award                       | 2007 |

## SKILLS

- Fluent in English and Mandarin
- Proficient in Microsoft Office (including Microsoft Excel)
- Experienced in using accounting software SunSystem

## OTHER INFORMATION

- Reasons for leaving current employment: Looking for better career prospects, professional growth and other challenges at work.