

Chew Jun Cheng Kenneth

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Professional Experience

Dec 2014 - present

AXA Insurance Pte Ltd

Finance Specialist

Key Responsibilities

- Prepare month-end deliverables for the various internal departments, specifically management expenses and allocation, gross revenue and employees benefit reports.
- In charged of the closing of the monthly Trial Balance and the preparation of the Balance Sheet and Income Statement.
- In charged in the preparation of quarterly and annual management report submissions to the regional office.
- Assist in the preparation and submission of various Solvency 2 Pillar 3 reports to the regional office for the group's regulatory requirement.
- Assist in the submission of various quarterly and annual MAS filing and return forms and surveys, and quarterly GST submission requirements to IRAS.
- Monitor the companies' operating cash flows relating to investment operations to ensure adequate liquidity to meet operating cash outflow.
- Assist Auditors to ensure a smooth process of the year-end audit.
- Assist in the preparation of the annual Financial Statements.
- Liaising and relationship building with third parties (eg. MAS, Custodians etc)
- Coaching and mentoring of newer junior staff.
- On-going attachment with the Wealth Management & Investment Department to gain exposure. Assist in the preparation of semi-annual fund reports for investors. Provided fund analysis reviews for various underperforming funds.

Achievements

- Improve the efficiency of current processes through automating existing spreadsheets with more robust formulas and elimination of legacy issues.
- Supported other department stakeholder's process improvements through the Finance function.
- Create new spreadsheets which are more detailed and relevant so other departments can receive specific data relating to them (eg. Quarterly cash flow spreadsheet for the Investment team).

Jul 2013 - Aug 2013

Robin Chia & Co.

Audit Assistant

Key Responsibilities

- Entrusted with the preparation of compliance and FRS reports for multiple clients.
- Shadowed senior audit associates in external audit projects such as vouching and queries.
- Acquired knowledge on preparation of accounting data entry, GST returns and bank reconciliations. Followed the Partner to various tender meetings for exposure.

Education

2011-2014	BSc Accounting & Finance University of London, SIM GE
2012	Summer Exchange University of California, Berkeley
2007-2008	GCE 'A' Levels Anglo-Chinese Junior College
2003-2006	GCE 'O' Levels Catholic High School

Personal Skill Set

- Languages: Fluent in English and Mandarin (Verbal and Written)
- IT Skills: Advanced MS Office, Oracle (Peoplesoft), AS400 (GroupAsia), MIS INFOR, Citrix (Magnitude)
- Certification: CFA Level 1 (Currently pursuing)

References

Available upon request.