



CURRICULUM VITAE

TOO TAT JUAN

Blk 173C Punggol Field #09-613 Singapore 823173

Mobile: 9670 3889

Email: tootatjuan@yahoo.com.sg

Gender : Female
Nationality : Singapore Citizen
Date of birth : 16-01-1971

SUMMARY OF QUALIFICATIONS/SKILLS SETS/TECHNICAL KNOWLEDGE

With over 20 years of experience in the real estate industry, energy, water and on-site logistics industry, waste management, manufacturing and statutory audit of public listed and private limited companies. Extensive finance background includes monitoring financial performance, analyzing financial figures, identify financial impact of business decisions and make appropriate recommendation, familiar with Financial Reporting Standards (FRS) and SGX Listing Rules and Compliance. Provide financial insight, financial controls, business analysis and advice to top management. Strengths include result-oriented, decisive leader, attention to detail, take proactive approach to problem-solving, maturity in thoughts, identify trends, work well under pressure, and prioritize workload, commendable interpersonal and communication skills, staff recruitment & training, organizational leadership.

Computer skills

- Microsoft Office Skills with Advanced in Excel
- IBM Cognos Controller Consolidation Software
- Cognos TM1 Budgeting/Forecasting Software
- ACCPAC Accounting System

CAREER HISTORY

Glory Fund Management Group Pte Ltd

Feb 2017 – 4 July 2017 Senior Director, Corporate Services

Roles & Responsibilities

- Oversee Admin, Accounts and Legal departments
- In charge of Group's investment holding companies and consolidation of accounts
- Review and analyse group consolidated results
- Liaise with vendors on payment schedules and with investors on capital injection

Ascendas Singbridge Pte Ltd

- Asia's leading provider of business space
- 3 publicly listed Trust in the Singapore Stock Exchange

Sep 2012 – Jan 2017 Financial Controller, South East Asia

Roles & Responsibilities

- Oversee and manage the financial operations of Malaysia, the Philippines, Vietnam, Indonesia and a private Business Space Fund, including financial planning, budgeting & forecasting, cash management, financial and management reporting
- Manage the loan portfolio and raise additional/new financing where necessary with a view to optimize capital structure, minimizing cost of funds, minimizing taxes and maximizing returns
- Establish and update internal control procedures and financial authority limits in accordance with Group Financial Regulations
- Identify, evaluate, mitigate and monitor potential enterprise risks
- Assist Country CEO to formulate and implement Country Operation's strategic plans and establish Country Operation's Annual Key Performance Indicators (KPIs)
- Track and monitor KPIs and advise management team on the courses of action to rectify underperforming targets
- Support business development and asset management teams in financial due diligence of acquisitions and financial advisory of real estate operations respectively
- Work with asset management team in analyzing divestment options and involve in preparation of approval papers and presentations

Key Accomplishments/ Initiatives

- Actively involved in the implementation of shared services

- Improve internal audit grading of Country Operations from satisfactory to good
- Negotiated line of credit facilities for Malaysia Operations to ease cash flow
- Constantly manage service providers' cost

Sembcorp Industries Ltd

- Leading Energy, Water and Marine group
- Public listed company in the Singapore Stock Exchange

Jul 2007 – Jun 2011 Senior Manager, Group Reporting and Policies

Roles & Responsibilities

- Report to Senior Vice President, Group Reporting and Policies
- Plan, direct and coordinate Group's rolling forecast, annual budget with 4-year forecast activities
- Liaise with various personnel of the Group's business units on all forecast exercises
- Review and analyse group consolidated results
- Review and update business controls and ensure compliance of all statutory and regulatory requirements
- Liaise with external auditors on statutory audit and oversee drafting of statutory accounts
- Review Economic Value Added (EVA) computation of the Group

Key Accomplishments/ Initiatives

- Initiated in creation of new consolidation structure to cater to management's reporting requirements
- Also had initiated the improvement to EVA computation methodology to enhance efficiency
- Actively involved in the Dashboard implementation, a key deliverable of the Virtualization Roadmap for Sembcorp
- Continue to improve work process to reduce turnaround time for each change/ new requirement request at each forecast review
- Lead the Cognos integration project following acquisition of a group of companies

Cheung Woh Technologies Ltd

- Public listed company in the Singapore Stock Exchange
- Manufacturer of hard disk drive components, automotive components
- With investment in Asia

1997 - 1998	Accountant
1999 - 2002	Deputy Finance Manager
2003 - 2004	Finance Manager
2005 - Jun 2007	Group Finance Manager

Roles & Responsibilities

- Report to the Finance Director
- Review and implement all aspects of finance and corporate governance including financial, management and statutory reporting, financial planning and budgetary control, taxation, treasury and risk management
- Prepare group consolidated accounts, variation analysis
- Manage cash flow
- Involve in secretarial and handle taxation matters
- Formulate and implement accounting policies, procedures and controls for the Group
- Provide functional guidance to subsidiaries on financial issues and corporate reporting requirements
- In charge of reporting of financial results to SGX and oversee production of annual report
- Liaise with external auditors, company secretary, bankers, tax agents

Key Accomplishments

- Reduced length of month-end accounts closing for the Group from over 20 days to 5 days, then to 4 days. Strengthened control over accounts receivable and payable by reviewing financial procedures in compliance with management requirements.
- Being appraised as an employee who plans and carries out work with a good sense of reality and farsightedness, understands and well informed of job requirement and has an in-depth knowledge of principles and current standards associated with the job, and meets deadlines
- Had involved in the preparation of Prospectus for listing application to The Singapore Exchange
- Was in charge of the implementation of new accounting software and through the implementation, had proven the ability to work well with people from different departments, of different cultures
- Liaise with vendors and had established a good working relationship with them

Cheong Khee San & Company, Certified Public Accountants

1993 - 1994	Audit Assistant
1995 - 1996	Audit Senior
1997	Audit Supervisor

Roles & Responsibilities

- Perform statutory financial audit on the accounts of public and private limited companies in accordance with approved auditing standards and guidelines and ensure that the accounts are in compliance with the provisions of the Singapore Companies Act and Statement of Accounting Standards as adopted by the Institute of Certified Public Accountants of Singapore
- Review and appraise the effectiveness of client's internal controls system and make recommendations on improvement measures
- Supervise and review audit works done by junior staff
- Assist clients in their preparation of profit forecasts for inclusion in the listing application for admission to the Stock Exchange of Singapore
- Assist listed clients in their preparation of half year and full year results for announcement to the Stock Exchange of Singapore
- Prepare financial reports including statement of cash flows and consolidation of accounts
- Perform corporate tax computation and deferred taxation
- Perform due diligence work

EDUCATIONAL BACKGROUND

1996	Member (non-practising) of the Institute of Singapore Chartered Accountants
1990 - 1993	Nanyang Technological University
1988 - 1989	National Junior College
1984 - 1987	Nanyang Girls' High School