

# TAY KAI YUAN

297 Punggol Central #06-483 Singapore 820297

Phone: +65 97423131

E-Mail: taykaiyuan@hotmail.com



## Objective

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Accomplished, driven and results orientated graduate at the University of Western Australia Business School interested in pursuing employment opportunities in the area of Accounting and Finance.

## Experience

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### External Audit Intern – Crowe Horwath First Trust

**Dec 2014 to Feb 2015**

- Performed audit functions such as reconciliations and client contact
- Performed analytical procedures on expected and unexpected variances in account balances or classes of transactions
- Tested documentation supporting account balances or classes of transactions

### Personal Banker - United Overseas Bank (UOB)

**Apr 2016 to Aug 2016**

- Provide financial solution to customers
- Apply diligence and integrity to ensure proper advisory procedures and documentation in compliance with bank internal policies and regulatory requirements.

### External Auditor – Crowe Horwath First Trust

**Oct 2016 to Date**

- Performed analytical procedures on expected and unexpected variances in account balances or classes of transactions
- Tested documentation supporting account balances or classes of transactions
- Gauging levels of financial risk within organisations
- Ensuring procedures, policies, legislation and regulations are correctly followed and complied with
- Identifying if and where processes are not working as they should and advising on changes to be made

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## Education

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**University of Western Australia – Bachelor of Commerce**      **Feb 2014 to Nov 2015**

Candidate for Bachelor of Commerce with majors in Accounting and Finance

**Taylors College Perth – Diploma of Commerce**      **June 2013 to Feb 2014**

- Recipient of Taylors College Bursary Award

## Community Service and Leadership Roles

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**Student Representative – Taylors College Perth**      **Feb 2014 to Oct 2014**

- Representative on the school's teaching and learning committee
- Contributed valuable insights to help fine tune Diploma programmes in Study Group

**Overseas Community Involvement Project - Cambodia**      **Nov 2008 to Dec 2008**

- Participated in a community outreach project in undeveloped Siem Reap

**Member of School Soccer Team**      **Feb 2002 to Dec 2007**

- Representing school for any soccer competitions

## IT and Language Proficiencies

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- Working proficiencies in Microsoft Word, PowerPoint and Excel, Caseware
- Working proficiencies in financial data software – Bloomberg, Oanda
- Fluent in written and spoken English and Chinese Mandarin