**Carin Tan Kai Ling**

Blk 366, Bukit Batok Street 31 #10-277, Singapore 650366

HP: +65 9699 6018 Email: [carintan31@gmail.com](mailto:carintan31@gmail.com)

**A highly motivated individual who takes pride in her work.**

**Always willing to learn, to contribute and to strive for excellence.**

**EDUCATION**

**Nanyang Technological University, Singapore Aug 2011 – Jul 2014**

**Nanyang Business School**

Bachelor of Accountancy (Honours)

**Hwa Chong Institution, Singapore Jan 2009 – Dec 2010**

**Singapore-Cambridge General Certificate of Education, Advanced Level**

Obtained Distinctions in H2 Mathematics, Economics and Project Work

**Nanyang Girls’ High School, Singapore Jan 2005 – Dec 2008**

**Integrated Programme**

Obtained 5 A1s and 2 A2s

**PROFESSIONAL EXPERIENCES**

**Deloitte and Touche LLP Sept 2014 – Current**

***Audit Senior, Global Financial Services Industries***

* Perform statutory and compliance audits for financial institutions such as brokerage firms, funds and advisory firms, with main engagement a listed company on SGX Mainboard
* Perform walkthroughs on core business functions from the point of inception (client onboarding) to generation of revenue (recording of income)
* Identify the audit risks associated with the business processes and ensured that mitigating controls are implemented effectively by performing sample test checks (such as recomputation or vouching to source reports) on data accuracy and integrity
* Test the implementation of new controls and work procedures that have been raised within Internal Audit reports and end-to-end business process reviews conducted by regulators to ensure that risk areas are addressed
* Identified gaps in client’s enterprise wide risk assessment framework and raised findings as part of Management Letter Point
* Perform AML testing per MAS 626/ SFA04-N02, with focus on client identification, by evaluating the sufficiency onboarding information and sighting to corroborative documents for validity
* Review Minimum Capital and Asset Requirements (for banks) and Risk Based Capital Adequacy requirements (for CMSL holders) by performing test checks on computation and classification
* Participated in the preparation of engagement budgeting to ensure cost efficiency
* Performed year on year financial analysis on group and entity level audits
* Quantify liquidity risk, credit risk and interest rate risk exposure based on applicable company’s financial information

**Deloitte and Touche LLP May 2013 – July 2013**

***Audit Intern***

* Footed and cast Financial Statements
* Learnt to prepare and edit audit workpapers using audit software
* Summarized and drafted MAS updates to be emailed to audit managers
* Performed compliance audit by checking if MAS regulations have been adhered to in client’s policies and procedures
* Performed test of details on client’s inventory

**LEADERSHIP POSITIONS / CO-CURRICULAR ACTIVITES**

**NTU Sports Club Dec 2012 – Aug 2013**

**Sports Unlimited 20 Programmer (Subhead)**

* Oversee the planning 3 out of 12 events in a 160 participants camp, including Amazing Race, Field Expedition and Opening Ceremony
* Organize outings and meetings for committee members
* Deconflict manpower, timing and logistical issues with other subheads

**LANGUAGE / IT SKILLS**

**Computer Literacy**

* Proficient with Microsoft Word, Powerpoint and Excel
* Able to perform basic functions in accounting software such as QuickBooks and SAP.

**Language Proficiency**

* Fluent in both written and spoken English and Mandarin
* Attained Japanese Language Proficiency Level 4

**INTERESTS / SUPPLEMENTARY**

* Interested in sports, and interacting with children
* Capable of juggling between desk-bound jobs and more physically demanding tasks
* Ability to work with minimal supervision