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| Passport Photo 2013  Shi yun, kek  Blk 19B, Simei St 4  Double Bay Residences  #11-28  Singapore 528714  Mobile 9851-8780  Shiyun07@gmail.com  Education, Licenses & Certifications   * Bachelor of Science in Accounting and Finance with second upper honours by the University of London   **Languages (Written and Spoken)**   * English * Mandarin | Professional and Industry Experience  **KPMG LLP (Dallas, Texas) Feb 2015 – Apr 2016**  Position title ( level) : Experienced Senior Audit Associate  Specialization : Finance – Audit  Industry – Asset management, Private Equity   * + Participated in the financial year-end audit of Neuberger Berman Alternatives, Kainos Capital, CF Ventures, Capital Royalty Fund   + Understand, document and test the accounting of transactions arising from share and partnership agreements, inter-company investment arrangements and profit sharing arrangements;   + Performed substantive audit test work in the following sections: * Investment valuations * Partners’ Capital * Interest income   + Communicate and interact effectively with employees of my clients to understand operational and accounting related processes.   **Castlewood Group Pte Ltd (Contract Assignment) Apr 14 – Sep 14**  Position title ( level) : Account Executive  Specialization : Finance – General/ Cost Accounting  Industry – Property Fund   * + Actively participate in liasing with the company’s statutory auditor. Involves in preparation of schedules for the purpose of audit.   + Advise the Financial manager on the rationale and requirement of the audit.   + Manages the Company’s payables function.   + Kick start and assist the CFO in coordinating the migration of the Company’s new accounting system with the relevant stakeholders.   **Ezra Holdings Ltd Nov 2012 – Feb 2014**  Position title ( level) : Group Finance Analyst  Specialization : Finance – General/ Cost Accounting  Industry – Oil / Gas / Petroleum   * + Devising methods and identifying key indicators to be used for the analysis of the company's business performance.   + Preparing excel templates used for the preparation of management reports.   + Assisting in the yearly budgeting process whilst liaising with the off-shore finance teams.   + Assisting in the monthly cash flow forecast process by liaising with individual business units' finance teams.   + Maintaining the budget & cash flow forecast model and ensuring all models are updated for any changes to assumptions.   + Preparing the monthly management report for middle management consisting of the following: * Actual vs budget analysis of income statement amounts and further support and justify reasons for significant variances; * Month-to-month variance analysis on Income Statement amount which are presented; * Breakdown of Income Statement of various business units.   + Preparing the write-up summary of the group's business performance and financial position in the quarterly management report for senior management.   + Preparing presentation slides which are used for meetings of the Board of Directors.   + Computing of key financial ratios and assisting in the assessment of the company's financial position.   + Preparing the write-up summary for the company's submission to the Monetary Authority of Singapore via MASNET.   + Assisting corporate finance to prepare share buy-back mandates.   **KPMG LLP (Singapore) Jul 2010 – Nov 2012**  Position title ( level) : Senior Audit Associate  Specialization : Audit  Industry – Diversified industries  Specialized in auditing diverse and infrastructure sectors which mainly consist of Logistics, Healthcare and Manufacturing firms  Audi Scope includes:   * + Overall project management and coordination. Allocating work to team members and coaching of associates.   + Understanding operational processes within businesses to identify audit risk areas as well as area of business improvement. Evaluating and assessing internal controls are in place/absent within a range of companies   + Performing audit work steps to test the operating effectiveness of key controls within significant financial processes.   + Conducting interviews with clients to gain an understanding of the company’s operation as well as enhancing the rapport and relationship between the client and KPMG.   + Performing variance analysis of the financial statements.   + Performing audit work steps such as test of details and substantive analytical reviews procedures to test the balances of key financial statement captions.   + Assisting in preparation of financial report.   Participated in a special audit by Public Utilities Board which is performed on Singapore Power to do a detailed test of design and implementation of processes and controls.  **DBS Jun 2008 – Sep 2008**  Position title ( level) : Temp analyst in product control (Non-executive)  Specialization : Finance – General/ Cost Accounting  Industry – Banking / Financial Services   * + Performing User Acceptance Testing for a soon to be launched platform that will be used to compile traders’ daily profit and loss statement.   + Ensure compilation made in the new platform tallies with the source document.   + Linking Microsoft access databases to excel spreadsheets to find anomalies in daily transactions   + Compiling an official manual which is to be utilized by the users of the new platform.   Technical Skills   * Microsoft Access, Microsoft Excel, Microsoft Word, Cognos, Navision |
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