Dear Recruiter,

Thank you for your interest in my profile.

I am a qualified CPA with CPA Australia. I have been working in the accounting profession since 2006, and have a variety of experience from Big4 accounting firms (KPMG), and commercial experience mainly in the real estate industry. Past duties include overseeing a team of finance executives, monthly consolidation, reporting of monthly/quarterly financial results to management, preparation of analysis reports to Board of Directors, preparation of annual financial statements, and review of financial transactions and work processes to ensure proper compliance with Singapore Financial Reporting Standards and generally accepted good internal control practices.

I have experience with annual budgeting and change in ERP system, from SUN Systems and BIOS Systems to SAP. I am also fairly competent in Excel and am capable of using functions such pivot tables and V-lookup, and have actually achieved time savings by at least 20% by improving the existing excel templates used for consolidation, depreciation, provision for doubtful receivables, etc.

I believe that with CPA qualifications and working experience, I would be able to make a difference to the Company.

I look forward to hearing from you.

Yours sincerely,

Wan Guowei

**MY RESUME**

**Personal Information**

Name: Wan Guowei

Address: Blk 56 Telok Blangah Heights #04-151 S100056

NRIC No: S8220783Z

Date of Birth: 28/06/1982

Marital Status: Single

Mobile No: 97334041

Email: jeremywgw@gmail.com

Availability: 1 month notice

**Work Experience**

**Far East Organization 2015 - date**

**Accountant**

In charge of accounting and management reporting for residential and commercial leasing business unit.

(Pre-restructuring) Responsible for:

* overseeing a team of finance executives and finance supervisor
* month end closing
* monthly management reporting, including analysis of expected revenue vs actual revenue, review of expenses report for unusual expenses, and general review of monthly profit and loss for unusual trends
* preparation of monthly schedules
* review of monthly bank reconciliation, journal entries and accounting schedules
* ad hoc duties as assigned, for example, assisting FP&A team with annual budgeting, preparation of annual financial statements, etc

Contributions:

* Increased the efficiency of the month end closing process by reducing manual interventions for the excel-based journal upload templates
* Strengthened internal controls by reducing poor accounting practices
* Increased accuracy of financial results by eliminating erroneous accounting practices
* Involved in data migration exercise in system conversion from SUN System to SAP

(Post-restructuring) Responsible for:

* Resolving errors found during post system migration
* Generate monthly TB and management reports for various stakeholders, including coming up with the new templates for SAP
* Audit planning
* Liaising with auditors to plan for annual audit
* Resolve prior year’s audit management letter points
* Forecasting of results for tax estimation of Malaysian entities

**Singbridge Corporate 2014**

**Senior Accountant**

Responsible for :

* preparation of manual journal entries, GIRO payments and other daily tasks
* month end closing and consolidation, including overseas subsidiaries, associates and joint ventures
* preparation of monthly schedules
* preparation of reporting packs for quarterly reporting to Temasek Holdings
* quarterly GST submission
* preparation and proof reading of board papers, minutes of meetings
* liaising with external and internal auditors, company secretary, accounts personnel of overseas subsidiaries and investee companies, and other external parties
* drafting of financial statements for group companies
* preparation of DoS surveys
* annual xbrl preparation
* preparation of ECI
* supervision of junior accounting personnel
* ad hoc duties as assigned

Contributions:

* Increased the efficiency of the consolidation process by reducing manual interventions for the excel-based consolidation workbook
* Reduced errors and inefficiencies by eliminating erroneous or unnecessary processes/inputs in the accounting workflow
* Assisted in formulating company policies like the Code of Conduct by providing inputs, for example, on corporate “best practices” and proof-reading

**2012 – 2013**

Various temporary and contract assignments

**KPMG 2008 – 2012**

**Senior Associate, Audit**

* Lead and manage teams of various sizes including planning, budgeting, tracking of costs, timeline, staffing, etc in the course of the audit
* Supervise and review juniors’ work and coaching them on matters such as Singapore Financial Reporting Standards (FRS), Singapore Standards on Auditing (SSA), KPMG audit methodology (KAM), etc
* Audit work includes:
  + Conduct interviews with clients’ management on issues such as planning, timeline, audit findings, update of client’s business, etc
  + Perform variance analysis to identify unusual fluctuations
  + Appraise and test clients’ internal controls over financial reporting, including suggestions for improvement
  + Review of clients’ tax computation, including assessment of adequacy for provisions for open years of assessment
  + Review of group consolidation workings, such as review of consol journal entries, consol proofing, liaising with component or group auditors, etc
  + Review and amendment of client-prepared financial reports for compliance with FRS, accuracy and adequacy of information disclosed, etc
  + Where applicable, assess clients’ corporate governance for compliance with Singapore Exchange (SGX) guidelines
  + Where necessary, conduct review of component auditors’ workpapers
  + Conducted business trips overseas such as China, Vietnam, Indonesia

Industry exposure:

* Electronics:
  + Singapore Technologies (Electronics) Pte Ltd
  + Ellipsiz Ltd
* Chemicals:
  + BASF (SEA) Pte Ltd
  + Firmenich Asia Pte Ltd
* Others:
  + Tenox Kyusyu (Singapore) – construction industry
  + Petro Summit Pte Ltd – oil trading

Achievements:

* Rated higher than average performance rating.

**Government of Singapore Investment Corporation 2008**

**Finance Assistant (contract)**

* Prepare bank reconciliation
* Prepare journal entries
* Handling audit matters, such as liaising with auditor and their queries
* Prepare financial statements for all the companies

**Ong Teh & Co (CPA Firm) 2006**

**Accounts Assistant**

* Handle book-keeping for clients, including preparation of bank reconciliation
* Prepare GST F5 for clients

**Professional qualifications**

CPA (Australia)

**Relevant Skills**

Computer Skills: Proficient in MS Office applications and SAP software.

**Education**

**Singapore Institute of Management, SIM (Part-time), July 2004 – Dec 2007**

* Bachelor in Accountancy, Royal Melbourne Institute of Technology, RMIT. (Accredited by CPA Australia).

**St Andrew’s Junior College, March 1999 – Dec 2000**

* GCE ‘A’ Levels

**National Junior College, Jan 1999 – March 1999**

* GCE ‘A’ Levels

**Nan Hua High School,**

**Jan 1995 – Dec 1998**

* GCE O’ Levels