Pok Kai Yi, Valerie

75 Bedok North Road, S460075

valeriepok@hotmail.com | +65 9025 4864 (HP)

EDUCATION

Nanyang Technological University Singapore

*Double Degree (Honors) in Accountancy and Business (Banking & Finance)* Aug 2010 – May 2014

Meridian Junior College Singapore

*GCE ‘A’ Levels – Science Stream* Jan 2008 – Dec 2009

* H2 Physics, H2 Chemistry, H2 Mathematics, H2 Economics, H1 General Paper
* Awarded 6 distinctions (Top 52 in cohort)

Temasek Secondary School Singapore

*GCE ‘O’ Levels – Double Science and Economics Stream* Jan 2004 – Dec 2007

* Awarded 7 distinctions

WORK EXPERIENCE

KPMG Services Pte Ltd Singapore

*Senior Audit Associate* September 2014 – Present

* Performed audits in accordance with Singapore Financial Reporting Standards and Singapore Standards on Auditing
* Serviced clients from a diverse range of industries   
  – retail, property development, hotels, schools
* Acquired understanding of business processes across a broad spectrum of clients’ operations   
  – sales, procurement, inventory, treasury, accounts receivable, investments, HR, fixed assets, development property
* Assessed engagement-specific business risks, audit risks, fraud risks, and financial risk areas
* Conducted testing of clients’ internal controls and business operations, including but not limited to JSOX, identified areas of improvement, and recommended solutions
* Performed analytical procedures to detect unusual financial statements relationships
* Involved in consolidation and preparation of financial statements
* Responsible for project management   
  – planning, resourcing, monitoring of work-in-progress report, coordination of project stakeholders
* Led an audit team of 5 members  
  – allocation of tasks, review and feedback on work, deadline management, conducted performance appraisal

KPMG Services Pte Ltd Singapore

KYC Analyst – Forensic Advisory (Periodic Reviews Team) Oct 2014 – Dec 2014

* Performed Know Your Customer (KYC) reviews in accordance with UBS IB Compliance and Anti-Money Laundering (AML) policies
* Prepared risk assessments and classified UBS clients according to risk exposure
* Advised KYC Analysts on global and country-specific regulatory requirements
* Executed background checks and negative news checks, identified and escalated potential red flags
* Evaluated documentation from data sources such as Dun & Bradstreet, Bankers’ Almanac, regulators’ websites (e.g. ASIC, FINRA, SEC, MAS)

KPMG Services Pte Ltd Singapore

Internship - Audit May 2013 – Jul 2013

* Serviced clients from Chemicals and Shipping industry
* Executed the checking of financial statements
* Assisted senior associates in the process of accounts receivables and revenue

CIMB Bank Berhad Singapore

Internship – Remittance Department May 2012 – Jul 2012

* Sorted and balanced cheque, performed teller balancing and reconciliation of cheque
* Received and pre-processed credit card cheque payment from Singpost
* Processed and Balanced SWIFT payment

National Computer Systems Pte Ltd Singapore

Internship – Human Resource Associate Jan 2010 – Jun 2010

* Involved in assessing and shortlisting of candidates for interviews, according to guidelines set by HR manager
* Executed and explained aptitude tests for candidates, and collated test results for director’s review
* In-charged of background screening of candidates such as verifying work experiences and educational certs

EXTRA-CURRICULAR ACTIVITIES AND LEADERSHIP EXPERIENCE

Nanyang Technological University – Hall of Residence 2 Singapore

Head of Welfare, Orientation Main Committee Oct 2011 – Sep 2012

* Liased with food caterers to provide meals for ~250 freshmen participants for a 7-Day orientation camp
* Responsible for the budgeting of food and transportation
* Orientation camp was highly applauded by freshmen participants

Nanyang Technological University – Investment Interactive Club Singapore

Financial Events Executive Oct 2011 – Sep 2012

* Planned a nationwide competition (National Cash flow competition) by collaborating with committee members
* Event was aimed at promoting financial literacy with an element of fun through the use of a board game
* Led a team of facilitators to ensure smooth execution of the event

Nanyang Technological University – Hall of Residence 2 Singapore

Business Manager, Orientation Main Committee Oct 2010 – Sep 2011

* Executed a 7-Day orientation camp of ~250 freshmen participants alongside committee members
* In-charged of sourcing for sponsorships for the orientation camp to ensure budget efficiency
* Raised $20k of funds through sourcing for jobs and liaising with job agencies for canvassing opportunities

Nanyang Technological University – Hall of Residence 2 Laos

Committee Member, Overseas Community Involvement Programme (OCIP) May 2011

* Rendered my service in all necessary areas, including building a main assembly hall, farming and cooking for the residents of the community
* Taught basic English to the children at a local school
* Gained valuable insight on the rural communities

Tutoring Volunteer @ Temasek Secondary School Singapore

Academic Tutor Jan 2010 – Jun 2010

* Volunteered to tutor academically weak students from underprivileged family backgrounds
* Mentored and counselled these students to ensure they performed in school

Meridian Junior College – Welfare Services Club Singapore

Member Jan 2008 – Dec 2009

* Volunteered at elderly homes and primary schools to aid underpriviliged individuals

Temasek Secondary School – Photography Club Singapore

Vice President Jan 2006 – Dec 2007

* Liased with external organizations in planning for training sessions for the club
* Organized photography competitions with other schools to promote cohesion

Temasek Secondary School Singapore

Member, Mathematics Club Jan 2004 – Dec 2007

* Selected to represent the school in a national mathematics competition – the Singapore Mathematical Olympiad (SMO)

SKILLS AND INTERESTS

* **Languages**: English (native), Mandarin (proficient), Hokkien (conversant)
* **Courses**: Degree in Abacus and Mental Arithmetic
* **Skills**: CaseWare Workings Papers, eAudit 2017, MGP Accounting Software. Proficient in Microsoft Office – Word, Excel, PowerPoint
* **Interests**: Rollerblading, Hiking, Human Resource Management, Audit