**TAN RUI SHAN, VALERIE**

Address : Block 1C Cantonment Road #12-31 Singapore 085301

Contact No : 81832661

Citizenship : Singaporean

Marital Status : Single

Email : [vtrs82@hotmail.com](mailto:vtrs82@hotmail.com)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUMMARY:**

* 10 years of experience in finance and accounting in the financial and oil & gas industry
* Effective team-player, Strong ability to multi-task and work independently
* Excellent PC skills, especially in Excel - ability to create and apply various formulas, pivot table and write Macros
* Excellent language skills – bilingual (English & Mandarin); fluent in oral Hokkien and Cantonese

**EXPERIENCE:** **Period**

***Contractor, Trust Accounting* July 2013 - Present**

**Credit Suisse Trust Holdings Limited (Private Banking)   
Reason for leaving: Looking for a permanent role**

* Achievements:  
  - Spotted trust fee of US$10,000 not paid by client in 2013. Informed trust manger to recover the unpaid trust fee;

- Discovered accounts with contributions and distributions from settlor ranging from US$2M to $76M not taken into loan. Assist with restating the financial statements from 2011 to 2015 and line manager accepted my suggestion on improving the quality of reporting.

* To manage the full set of accounts of trusts and companies under management. This includes bookkeeping, reviewing statements of accounts and preparation of financial statements and minutes;
* To ensure that any audit, tax and regulatory deadlines are adhered to and to facilitate the smooth flow of information both internally and externally;
* To maintain high level of accuracy in reviewing statements and booking transactions.

***Accounts Executive* May 2012 - June 2013**

**Hamworthy Combustion Australia/ South East Asia Pty Ltd / Koch Refining International Pte Ltd**

**Reason for Leaving: End of contract**

* Achievements - Able to independently clear the audit backlog for year 2010 and 2011.
* Responsible for full sets of accounts including all day-to-day accounting operations for Singapore branch and Australia office;
* Prepare and provide timely, accurate financial information and monthly reports (HFM report, Aging report, Credit report, Cash flow statement) to Asia Pacific financial controller and management;
* Preparing quarterly GST submission for Singapore branch;
* Prepare audit schedules and liaise with auditors accordingly;
* Liaise with company secretary in respect of company matters and tax agents in respect of corporate taxation and tax planning;
* HR duties which includes reviewing of payroll, manage insurance claims and leave administration;
* Assisting Asia Pacific financial controller during the acquisition period;
* Assist with the initial start-up of Asia Pacific shared service department which includes preparing desktop procedures, handling accounts payable and intercompany rebilling.

***Finance Executive* April 2011 - August 2011**

**Emirates National Oil Company (Singapore) Pte Ltd**

**Reason for Leaving: End of contract - To cover maternity**

* Responsible for maintaining and managing full sets of accounts (AR, AP & GL);
* Accounts Payable - Ensure all invoices and employee expense claims are properly coded and approved prior to payment, prepare cheques/ TT payments and input details into Oracle system;
* Accounts Receivable - Inputting of Sales invoice details into Oracle system and perform actualisation of Sales in Bulldog trading system (for front office);
* General Ledger - Prepare journal entries and monthly schedules for Prepayment, AP/ AR/ Tax accruals, Provision and Fixed assets;
* Perform month-end closing and billing of inter-company invoices on monthly basis;
* Prepare monthly expense report for management review;
* Perform monthly bank reconciliation and monthly suppliers aging report reconciliation;
* Prepare and ensure timely submission of GST return.

***Accountant* December 2010 - March 2011**

**Huntsman Textile Effects Global Headquarters**

**Reason for Leaving: End of contract**

* Assist in the budget process which includes analysis of actual results vs. budget, preparing charts and PowerPoint slides for budget presentation;
* Ensure compliance with SOX requirements which includes compiling of accounting questionnaires and representation letters from various entities;
* Reconciliation of expense report for management reporting purpose;
* Preparing the monthly management reports;
* Undertake projects such as cost centres cleanup in GMIS system and accounts receivable reconciliation between TM1 and OBI EE system

***Assistant Accountant* July 2010 - September 2010**

**Franklin Templeton Asset Management Limited**

**Reason for Leaving: End of contract**

* Responsible for the Accounts Payable function which includes payment for suppliers, corporate cards and employee travel and entertainment claims;
* Reviewing all payment vouchers/ entries key in by admin assistant;
* Prepare TT payments and issue cheques;
* Cash flow control include monitoring cash inflow and outflow;
* Perform monthly bank reconciliation and bi-monthly sales and trail commission reconciliation;
* Prepare and ensure timely submission of GST return.

***Portfolio Service Officer* September 2008 - May 2009**

**Fullerton Fund Management Company Limited (Part of Temasek Holdings)**

**Reason for Leaving: Helping my family with sale of property and renovation.**

* Achievements:  
  - Spotted an overpayment of trailer commission paid to distributor from January 2007 to June 2008 of more than US$10,000. Liased with distributor to refund the overpaid commission & clean-up trailer rate database with trustee to ensure correct trailer rates used for all distributors;

- Automated monthly subscription/redemption reconciliation using Excel macros for timely and accurate AUM reporting purpose.

* Review Net Asset Values (NAVs) across fund types such as equities, bonds, swaps and other financial instruments for fund managers daily and weekly portfolio reporting;
* Daily processing of funds subscription and redemption (includes Hedge funds, fund of funds) and monthly AUM reporting to management and clients;
* Perform reconciliation on cash, securities, net asset value and derivative positions against custodian records and prepare daily, weekly, monthly and ad-hoc valuation reports for internal and external clients;
* Liased with custodian/trustee/distributor/clients/internal departments (through emails and phone calls) to resolve issues such as subscription or redemption discrepancies or confirmation on orders received;

***Finance Officer* December 2005 - September 2007**

**First State Investment (Singapore)**

**Reason for Leaving: Family commitment - took care of my bed-ridden father**

* Achievements - Automated monthly commission reconciliation using Excel pivot table and improvised staff reimbursement form from manual data entry of expense claims to auto uploading of expense claims into Sun system using Excel macro.
* Responsible for maintaining and managing full sets of accounts (includes maintaining proper record and supporting documents for the books, Bank reconciliation, General Ledger, Payables, Receivables, Inter-company and Fixed Assets accounting);
* Provide assistance to the finance manager in the preparation of management reports, statutory accounts, annual budget and quarterly forecast;
* Preparation of monthly management accounts, quarterly GST returns, quarterly and annual MAS returns, monthly review of capital position and monthly sales commission report;
* Monthly invoicing and payments to external parties and inter-companies;
* Handling employee's travel, entertainment and expense claims and to assist in the processing of monthly payroll;
* Preparing of audit schedules and attending to auditors' enquires

***Senior Accounts Assistant* January 2003 - November 2005**

**S.F. Chan & Co.**

**Reason for Leaving: Business Closure**

* Maintaining few sets of full set accounts (AR, AP & GL) for clients in trading, retail

and computer consultancy industry;

* Preparing monthly Income & Expenditure, Balance Sheet, Bank reconciliation and closing of monthly accounts;
* Maintaining monthly payroll for clients using Easypay payroll software;
* Preparing Form IR21 for income tax purposes.

**EDUCATION:**

**ACCA Professional Level 1 & 2 2002 - 2003**

* Completed Paper 2.1, 2.2, 2.3, 2.4, 2.6 & 3.2

**ATTS 2001 - 2002**

* Diploma in Taxation

**MacPherson Secondary School 1995 - 1999**

* GCE "O" Level

**PC SKILLS:**

* Microsoft Word, Excel and PowerPoint, Accpac windows, EasyPay payroll software,  
  Oracle, Sun system, Vision Excel, Bloomberg, Peoplesoft, MYOB, NavOne, iTrust.

Date available: 1 Month Notice