**Ong Lee Yun CV**

**PERSONAL DATA**

**NRIC/Passport No.** S8584054A

**Gender** Female

**Race** Chinese

Marital Status Single

**Date of Birth**  21 Feb 1985

**Age** 29

**Nationality** Malaysian / Singapore PR

**Address** Blk 151, Bukit Panjang,

#11-178, Singapore 670151

Singapore

**Contact** 9324 8118 (HP)

leeyun\_02@yahoo.com.sg

Total working exp. 12 Years

EDUCATION (Reverse Chronological - Latest)

2016: Undergraduate CPA Australia

2009- 2011: Bachelor of Arts, (Hons) in Accounting

University Bedfordshire, UK

2006-2007: Diploma in Finance Management

KAPLAN Singapore – Asia Pacific Management Institute

2003 -2004: Certificates of LCCI (London of Chamber Commerce and Industry Examination Board)

Institut Perdagangan G & O

#### PROFESSIONAL EXPERIENCE (Reverse Chronological)

**First Advisory Trust (Singapore) Limited**

**Trust Accountant Feb 2015 - Current**

**Main responsibilities:**

* Leading trust accounts functions.
* Prepare full-set of client financial statements and consolidation accounts.
* Spearhead template for the financial statement comply with FRS.
* Reconciliation Intercompany transaction and balance.
* Analyst bank and brokers’ statements against bookkeeping records.
* Organize and ensure that timely delivery of client financial statement.
* Develop Singapore accounting process and procedure to improve efficiency and effectiveness of internal processes.
* Work across functionally with Trust Admin Team and provide accounting advice and solutions.
* Work closely with external counterparts to ensure the transaction compliance with regulatory requirements.
* Achieve assist on system implementation.

**Achievements:**

* Implemented Accounting process and procedure for improve effectiveness and efficiency of internal controls.

**BP Singapore Ptd Limited Jun 2014 – Dec 2015**

**Financial Accountant**

**Main responsibilities:**

* Monthly and quarterly close process for the business.
* Perform joint venture accounting records (BPIA & BPGIL - BP Global Investment Ltd).
* Reconciliation of monthly MI with MA accounting results on a timely & accurate manner.
* Performs and checks turnover netting. (Oyong and OTC)
* Consolidate and submit accounts for the business to Group Accounts.
* Consolidate and submit global accounts to GOFRs
* Prepare and submit statistical returns / statutory requirements.
* Centre of expertise for accounting reports and enquiries.
* Perform financial control related activities to ensure integrity in the ledgers is upheld.
* Assist on mark to market inventory reconciliation.
* Prepare balance sheet schedule.
* Prepare GST and submit to Tax department.

**Brunel International S.E.A. Pte Ltd Sept 2013 – Apr 2014**

**Accountant (Outsource from Chio Lim StoneForest)**

**Main responsibilities:**

* Key Accountant (full-set) for China and Hong Kong business entities.
* Offshore vendor management; managing the outsourced accounting firm in China to ensure compliance with China rules and regulation.
* Drive and coordinate monthly closing process.
* Review and monitor the proper accounting transaction has been booked accurately.
* Reconciliation of accounting record between internal management report VS outsource management accounts.
* Bank reconciliation for China and Hong Kong entities.
* Reconciliation and analyst Intercompany balances.
* Establish and manage monthly cash flow.
* Analyse accounting variances involving transactions ( GL, AR, AP, FA, Inter-Co )
* Prepare and analyse gross profit margin variances (actual, forecast, and budget).
* Prepare monthly management and financial report with composing of commentaries.
* Manage customer collections, review outstanding payments, manage disputes
* Verify and approve invoice billing to intercompany and third party.
* Assist in configure payroll software for China and Hong Kong entities.
* Propose and implement processes and controls to improve efficiency and effectiveness of internal workflows/ processes
* Verify and approve payment for payroll and suppliers.
* Perform audit preparation for internal and external audits.
* Work closely with China counterparts to ensure compliance to local regulatory requirements.
* Prepare reports for quarterly forecasting and year-end budgeting process.
* Submit weekly KPI reporting to HQ.

**Achievements:**

* Implemented Accounting system for China entity.
* Implemented internal control to improve effectiveness and efficiency for accounting and payroll.

**MSD Singapore – Share Business Services Jun 2012 – Sept 2013**

**Accounts Team Lead (Outsource from Chio Lim StoneForest - CPA Firm)**

**Main responsibilities:**

* Maintain chart of accounts centrally & coordinate monthly closing of accounts for business entities Malaysia and Indonesia.
* Ensure proper & accurate accounting for the financial accounting transaction booked.
* Assist RtR manager in troubleshooting accounting system problem from local finance.
* Coordinates the preparation of monthly accruals schedules.
* Monitor timeliness & completeness of monthly balance sheet schedules.
* Perform revaluation of balance sheet accounts exposed to foreign currency fluctuation.
* Perform depreciation & disposal of Fixed Assets (SAP).
* Intercompany balance confirmation & analyst mismatch.
* Perform Intercompany accrual & reconciliation.
* GR/IR review & clearing.
* Reconciliation for f Bank, Inventory, Fixed Asset.
* Submit trial balance to HQ thru Financial data management (Hyperion).
* Perform Hyperion financial management reports.
* Train offshore team in Finance processes, systems and procedures to support Finance as a shared services.

**Achievements:**

* Smooth transition of the Finance processes, systems and procedures to the offshore team in India.

**West Pharmaceuticals Services Singapore Pte Ltd May 2007 – Jun 2012**

**Senior Accounts Assistant**

**Main responsibilities:**

* Prepare financial statement for internal and external audits.
* Reconciliation of bank accounts (various currencies)
* Prepare monthly Reconciliation for AR & GL.
* Journal entry to reclassify expenses
* Assist in annual budgeting preparation.
* Credit Management – Monitor and control customers credit limits to ensure compliance with corporate policies.
* Prepare monthly AR aging report.
* Manage customers account; manage discrepancies, disputes and payment.
* Work cross functionally with Sales Team as key contact relating to Customer Credit limit, and collections.
* Compute monthly commission to 3rd party distributors.
* Issue debit note and credit note
* Forecasting weekly and monthly cash flow
* Prepare provision for doubtful debts
* Intercompany balance confirmation
* Prepare monthly and quarterly management sales report with commentaries:
  + Sales Performance (actual vs budget)
  + Sales Margin (actual vs budget)
  + Quarterly Global sales report
* Calculate EDB Statistic and submission
* Petty cash claims reimbursement for employees

**Achievements:**

* Implemented Credit Management – reduced business risks and bad debts with the monitoring and controlling of customer’s credit and payments.

**Fu Zhong Hua (Import & Export) Pte Ltd May 2005 – May 2007**

**Accounts cum Admin Assistant**

**Main responsibilities:**

* Supervision junior accounts admin staff.
* Process daily order from customers.
* Prepare and issue sales invoice
* Check and receipt - supplier goods
* Prepare payment for supplier invoices
* Follow up outstanding payment from customers
* Prepare monthly AR statement

#### SOFTWARE / SYSTEM SKILLS

* Advanced capability in MS Office packages such as Excel, Words, and Power Point.
* Working knowledge of SAP, UBS, Micronet, Microsoft Outlook, Lotus note, Hyperion & Quick Book.

#### LANGUAGE SKILLS

* English – Spoken and Written
* Mandarin – Spoken and Written
* Malay – Spoken and Written