**CURRICULUM VITAE**



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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Professional Summary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Graduated with a business degree majoring in Accounting, Banking and Finance, equipped with two years working experience in audit engaging with numerous clients in multiple industries (i.e. Trading, services, investment, medical, school), with an ability to perform complex accounting reviews and evaluate accounting systems for efficiency.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Working Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Audit Associate II – Ardent Associates LLP**

**(May 2015 to February 2017)**

* Plan and perform statutory audit and special audit in accordance with Singapore Financial Reporting Standards (“SFRS”).
* Experience working with numerous clients in multiple industries (i.e. Trading, services, investment, medical, school and etc.) and developed the ability to instinctively understand what the client’s business is all about.
* Identify any issue in the business or unusual financial transactions and ascertain possible implications.
* Perform analytical review of the financial statements to assess the audit risk.
* Discuss and propose audit approaches and procedures with partner and manager.
* Exercise judgment in determining which audit approaches and procedures are necessary for the circumstances to obtain a reasonable basis for the audit opinion.
* Assess whether the client maintains sound accounting policies and internal controls that are consistent with the management’s assertions embodied in the financial statements.
* Provide value-added services to the client by advising and providing feedback on accounting related matters (i.e. internal controls, accounting systems, general business issues).
* Make suggestions on the form and content of the financial statements.
* Preparation of audited / unaudited financial statements and consolidation report.
* Involved in the observation of stock take.
* Assist in the training and coaching of junior staff and interns.
* Assigned the leader role to lead a team to conduct field audit.
* Involved in presentation and training for SFRS and Singapore Standards on Auditing (“SSA”).

**Audit Assistant- Raffles PAC Singapore**

**(October 2014 to April 2015)**

* Perform statutory audit in accordance with Singapore Financial Reporting Standards (“SFRS”).
* Perform analytical review of the financial statements to assess the audit risk.
* Perform audit approaches and procedures to obtain a reasonable basis for the audit opinion.
* Preparation of audited financial statements.

**Audit Intern – Ernst & Young Malaysia**

**(December 2013 to January 2014)**

* Assist audit senior in performing statutory audit.
* Perform audit approaches and procedures to obtain a reasonable basis for the audit opinion.
* Preparation of audited financial statements.

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**2011 – 2014** **Bachelor of Business**

**(3+0 in Collaboration with Victoria University, Australia)**

**Majoring in Accounting, Banking and Finance**

Sunway University College, Selangor

**2011 – 2014** **Scholarship:**

Awarded Tan Sri Dato’ Seri Dr. Jeffrey Cheah Entrance Scholarship

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**Communication Skills**

* Able to converse in English, Mandarin, Malay and Cantonese.
* Able to write in English, Chinese and Malay.

**Audit Software**

* CCH Prosystem FX software

**Computer Skills**

* Microsoft Office Excel
* Microsoft Office Words
* Microsoft Office PowerPoint

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**Events Committee – Ardent Associates LLP**

**(January 2016 to February 2017)**

* Propose ideas for the company’s quarterly bonding activities and events.
* Organize activities and events (i.e. SunLove Home visiting adults with disabilities to integrate into society, Company’s Anniversary Celebration, Dragon boat, Marathon and etc.) that help to foster positive relationships among the employees as well as with surrounding communities and improve the company’s public image.
* Assist in implementation of company’s initiatives (i.e. implemented donation programme called “Share-as-One” to help the beneficiaries such as the adults with disabilities, children with special needs).
* Liaison with external parties (i.e. Charity, sponsor).

**Student Exchange Programme – Hansung International Summer School (South Korea)**

**(July 2014)**

* Student ambassador representing Malaysia to experience South Korea’s culture, history and lifestyle.
* Change in attitude towards adopting different cultures and developed adaptability and flexibility in taking on new challenges and keeping an open mind.
* Expand social network and developed communication skills.
* Awarded as ‘Best Student in Korean Studies’.

**Treasurer – Chinese Independent School Alumni**

**(Jan 2012 to Dec 2013)**

* Oversee and manage monthly account and capable of handling figures and cash.
* Experience in financial control and budgeting.