**DESMOND TAY BOON HWEE**

Date of Birth: 8 August 1987

Citizenship: Singaporean

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**EDUCATION**

Sep 2012 – Present **Certified Public Accountant (Australia) Qualification**Pursuing

Jul 2010 – Apr 2012 **SINGAPORE INSTITUTE of MANAGEMENT - RMIT**Degree in Business (Accountancy)

Jun 2005 – Apr 2008 **SINGAPORE POLYTECHNIC**Diploma in Accountancy

Jan 2000 – Dec 2004 **Damai Secondary School**

GCE “O” Level

**PROFESSIONAL EXPERIENCES**

**Feb 2016 – Present AEW Capital Management**

**Direct Investment Portfolio Accountant**

* Responsible for accounting and financial reporting for 5 properties within a portfolio of approximately 11 properties (retail malls, office)
* Review and analysis of monthly property accounts that were outsourced to accounting firm and to highlight any significant variances from month-to-month.
* Review all balance sheet accounts, budget to actual income statement, and understand significant changes
* Upload financial information to AEW accounting system.
* Understand property operations and work closely with investment teams on asset management issues.
* Preparation of Quarterly financial reports & property quarterly reports, which includes statement of capital accounts, IRR performances, DSCR/ICR computation.
* Assist in reviewing underwriting for potential investments.
* Prepares monthly journal entries relating to market value accounting, and investment level entries
* Preparation of portfolio-level annual investment budgeting and re-forecasting processes for investments and fund.
* Liaise with Boston office and Hong Kong Office on a regular basis on updates to the investments and expenses that need to be recorded
* Preparation of wiring instructions for payments on fund, investment entity and property levels.
* Exposed to setting up Singapore entities and SPVs in Mauritius and British Virgin Island for investments made within the funds.
* Responsible for coordinating the audit of the Singapore investment properties.

**PROFESSIONAL EXPERIENCES (CONT.)**

**Sep 2010 – Feb 2016 PricewaterhouseCoopers (PwC)**

**Assurance Associate - Senior Associate 2**

* Exposed to engagements in the following industries: Asset Management fun­ds, Private equity market funds, Government-related investment funds/properties, Shipping, Oil and gas dealing in floating production, storage and offloading (FPSO) Semiconductors, F&B etc.
* Team lead for most of my audit engagements with three to four staffs in the team.
* Ensures successful completion of assigned audit engagements, from start to finish, inclusive of preplanning and wrap up activities.
* Perform trend analysis on key financial indicators on a yearly or quarter basis
* Develop understanding of client's business environment and key challenges faced
* Identify and understand unusual fluctuations in the management accounts
* Carry out risk assessments of engagements and evaluates control environments and internal control procedures in consultation with management’s responses and determining appropriate audit approach.
* Executes control testing for the significant risks identified in some areas via understanding of the processes and performed walk-through & testing.
* Completes substantive analytical procedures and test of details by gathering audit evidence to test all the relevant assertions covered for the financial line items.
* Work with key management personnel to resolve audit and accounting issues arising from the audit.
* Identifies and communicates issues raised, offering recommended solutions relevant to business and risk.
* Performs statutory audits, agree upon procedures and special purpose audits in accordance with International Financial Reporting Standards, Singapore Financial Reporting Standards and PwC Audit Methodology.
* Drafts Management Letters which indicate the observation, recommendations for evaluated systems & internal controls and management comments.
* Achieves audit deadlines with minimum supervision, limited time and with less number of team members via effective project management.
* Continuous monitoring and control over engagements to ensure the expected recovery levels are achieved.
* Independently conducts meetings with engagement team manager and senior client personnel to discuss the status of the audit & interim issues identified.
* Communicates assigned tasks to engagement team in a manner that is clear and concise ensuring high quality, accurate, and efficient results.
* Organizes personal effort along with those of junior auditors to be risk-based, productive, and efficient at all times
* Manages and mentors junior associates.

**May – June 2008 Kaplan Financial(s) Pte Ltd**

**Accounts Assistant**

* Checking and posting of Accounts Receivable receipts and invoices
* Update and maintain Cashbook
* Preparation of payment vouchers and issuing of cheques
* Bank Reconciliation
* Update Purchase Order Register

**Feb – Apr 2007 Bob Low & Co (Industrial Internship Programme)**

**Audit Assistant**

* Prepared accounts, audit and corporate secretarial matters under the guidance of a senior
* Handled book-keeping and administrative matters.

**KEY SKILLS**

* Proficient user of Microsoft Word and Excel
* Able to prioritize workloads and multi-task
* Strong organization and follow up skills including the ability to handle competing priorities and meet all deadlines and commitments
* Ability to flourish in a fast-paced, complex environment and willing to adapt to change
* Ability to give and follow instructions accurately and efficiently; proactive in asking clarifying questions to ensure work effort is directed wholly toward desired outcome
* Proactive team player, with ability to work on own initiative
* Demonstrated leadership skills in job engagements
* Excellent communication and interpersonal skills – written and verbal
* Requires minimal supervision
* Demonstrate a positive, can-do attitude

**REASON FOR LEAVING**

* Seeking a challenge
* Seeking more responsibility
* Looking for a new challenge
* Career change
* Career growth
* Change in career path

**Notice Period**

2 months