

Ivan Cho

Finance Analyst

+65 9827 2322 • Ivanwolf16@hotmail.com • Singaporean

EXECUTIVE SUMMARY

- Former Maritime Purchaser with over 4 years of Purchasing experience and moved on to Finance analyst with 3 years of Pricing and Financial reporting experience.
- Over the years of experiences, endless self-learning on automation languages and driving continuous improvements on current processes with proven results in efficiency.
- Managed and completed various Finance/Automation projects based on expertise with minimum guidance
- Achievements include:
 - Improved/eliminated most of the manual work and increased at least 60 to 80% of work efficiency
 - Awarded 2 Silver and 1 Bronze encore award for good work recognition
 - Written automation script (Python/Macro) from scratch to fully automated reports, from pulling raw data to illustration for analysis purpose in pivot tables/graphs.

PROFESSIONAL EXPERIENCE

SEA FINANCE ANALYST

Oct 2020 — Present

Contractor

Pfizer Asia Manufacturing Pte Ltd, Singapore

Pfizer is an American multinational pharmaceutical and biotechnology corporation.

- Overseeing Pfizer's OFG (Organization further growth) project expenses
- Responsible for Month-End activities such as Journal entries booking for accruals, reclassification of expense and etc
- Involved in Project forecasting and budgeting by generating reports for analysis
- Keep track of approved budget and assess expenses that are qualified for Project spend using organisation's guideline
- Liaise with GFS (global finance services) to ensure all PO are matching with invoices and accruals
- Created new financial templates & processes for newly established Project
- Reconcile BI report for Cadency submission
- Close collaboration with various departments to ensure they are using the correct Cost center, General ledger account and Project account for PO creation
- Monthly budget reporting to Finance Manager and Finance director to monitor expenses movement

SEA FINANCE ANALYST

Oct 2019—Oct 2020

Contractor

Beckton Dickson Pte Ltd, Singapore

BD is a global medical technology company that is advancing the world of health by improving medical discovery, diagnostics and the delivery of care.

- Involved in Pakistan Finance planning & Analysis (FP&A) reporting with business leaders and country finance
- Ran simulation on fluctuation of exchange rates and provided insights for forecasting and budgeting
- Consolidation of South-east Asia Profit and Loss statement/Financial Modelling from various systems/working files and accountants' input/commentaries
- Handled depreciation, sales order, Gross to Net Revenue, Cost of Goods sold and SKU costing report for analysis
- Created new financial templates & processes to automate manual reports using Python/Macro from ground zero
- Took ownership on automation projects and established the fundamental processes/automation scripts to be handled over to Robotic Process Automation (RPA) team for daily automation production

Significant Achievements

- Successfully overseen automation reports into production after intensive reviewing on new template/process and gotten automation business case to be approved by IT security governance and Corporate leaders
- Overcame numerous complexities with innovative ideas/formula to standardize processes to be automated.

REGIONAL PRICING ANALYST

Jan 2018 —Oct

2019

Contractor

Johnson & Johnson Pte Ltd, J & J ASPAC MD&D RDC, Singapore

Johnson & Johnson is an American multinational corporation founded in 1886 that develops medical devices, pharmaceutical, and consumer packaged goods.

- Responsible for daily Intercompany pricing (ICP) activities (including ICP discrepancies, errors and troubleshooting, coordinating with stakeholders on the ICP setup)
- Supported month-end close for RDC (Prepare Monthly Interco Sales and Purchases report, Price purchase variance analysis, Actual versus Budget report, Purchases by Franchise breakdown report, perform RDC gross profit detailed analysis)
- Involved in computing the monthly hedge forecasts by franchise level
- Participated in the RDC quarterly SOX testing and UAT for new products/lane setup
- Coordinated Yearly price refresh for all Medical products

Significant Achievements

- Improvised existing workpaper templates with formulas and excel macros (increase the overall efficiency of the month end close procedures – pricing, inventory, purchases and hedging)

- Led the ICP setup on 'Lane change' and 'Vantage' projects, providing day-to-day liaison between project teams and RDC

EDUCATION

Bachelor of Economic and Finance

- Singapore Institution of Management - RMIT • Singapore • 2016

Professional Certificates

Data Science Immersive

- General Assembly (Part-Time) • Singapore • Present

TECHNICAL SKILLS

Software

- Python • Visual Basic of Application (**Macro**) • Tableau • Microsoft Visio • BPC/EPM • Power Pivot/Power Query • Powershell • Basic SQL • Power BI

Others

Batch File scripting • Basic network troubleshooting • Remote Desktop access

MISCELLANEOUS INFORMATION

Languages

- Native Proficiency in English and Mandarin (Oral and Written)

Nationality: Singaporean

Languages: Fluent in English & Mandarin

Availability: After 26 October 2021

APPENDIX – PAST WORKING HISTORY

TECHNICAL CUM PURCHASING EXECUTIVE • BRIGHTOIL MARINE SUPPLIES PTE LTD • APR 2017 – JAN 2018

- SPEARHEADED AND EXECUTED THE IMPLEMENTATION OF A NEW E-COMMERCE PLATFORM FOR SUPPLIERS AND CUSTOMERS
- ASSISTED IN DEVELOPING SOPS (STANDARD OF PROCEDURES) FOR THE COMPANY (NEW SETUP) (IE. PURCHASING, SALES, LOGISTIC, SUBMISSION FORMS ETC.)
- CREATE EXCEL FORMULATION FOR ENQUIRY/QUOTATION/PO/SO/DO/INVOICE/ REAL-TIME MARKET EXCHANGE RATES FOR TRACKING AND CONVENIENCE
- ATTEND ENQUIRIES FROM CLIENTS AND SEND IT TO SUPPLIERS FOR QUOTATION
- LED IN CONTRACT NEGOTIATIONS BETWEEN CUSTOMERS AND SUPPLIERS, PROCESSED QUOTATIONS, SALES ORDER AND PURCHASE ORDER, RESPONDING TO ENQUIRIES AND MISCELLANEOUS REQUESTS FROM CUSTOMERS
- PERFORMED SALES DATA ANALYSIS ON GOODS
- PARTICIPATE IN UAT (USER ACCEPTANCE TESTING) AND MAKE DECISION ON WEBSITE'S VISUAL APPEARANCES AND FUNCTIONS
- ACTIVELY GIVING SUGGESTIONS ON CONTINUOUS IMPROVEMENT PROCESS BASE ON DIFFERENT ROLES

PURCHASING EXECUTIVE • OCEAN TANKERS PTE LTD • JAN 2015 - APR 2017

- Overall supply such as provision, deck and engine spares from direct supplier for 10 oil tanker vessels
- Monitor and process weekly auto-supply and cylinder rental
- Coordinate overseas and local logistic to meet vessels' schedule
- Handle urgent requisition to comply with inspections and dry dockings
- Consolidate necessary documents and submit for payment process
- In charge of bulk purchases on dry dock engine spares for all the oil tanker vessel

ASSOCIATE ENGINEER • OPENNET PTE LTD • JAN 2014 – JUN 2014

- Handled clients' order request issued by Singapore service providers
- Coordinated contractors to fulfil work order within the constraints given by the Building management or house rules for fibre installation
- Configured and analyzed End-User's terminal and serving cabinet details by Remedy and Smallworld system.
- Weekly reports on issues reporting

TRANSPORT COORDINATOR • SCHNEIDER ELECTRIC LOGISTIC ASIA • JAN 2013 – DEC 2013

- Well-versed with incoterm for logistic operations
- Handled drop shipments globally
- Generated invoices and shipping documents for smooth freight forwarding
- Arranged forwarders for shipment pickups

CAMERA PROMOTOR (PART TIME) • EMJAY PTE LTD • JUN 2012 – DEC 2012

- Provided customer services for walk-ins

- Sales for represented brand of cameras