CURRICULUM VITAE



PARTICULARS

# Name : Shirley Wong Siew Fang

Gender : Female

Date of birth : 21 August 1981

Nationality : Malaysian, Singapore PR

Race : Chinese

Address : 1 West Coast Walk,

The Parc Condominium,

#12 – 04,

Singapore 127158.

Contact Number : + 65 – 9001 8232 (mobile)

Email Address : [shirleywsf@yahoo.com](mailto:shirleywsf@yahoo.com)

Languages Spoken : English, Mandarin, & Malay

Languages Written : English, Chinese & Malay

**EDUCATION**

**Jul 2000 – Dec 2002** **FTMS (Singapore)**

ACCA Professional Stage

**Jan 1999 – Jun 2000** **Institute KTC (Johor Bahru)**

ACCA Accounting Technician

**Jan 1994 – Dec 1998** **Sultan Ibrahim Girl School, Johor Bahru**

Sijil Pelajaran Malaysia, Grade 1

**PROFESSIONAL QUALIFICATION**

**May 2007**  ACCA (Member)

**Mar 2011** CPA Singapore (Member)

**EMPLOYMENT EXPERIENCE**

Dec 2008 – Present Catlin Singapore Pte Ltd

*(Largest insurance syndicate operate under Lloyd’s Asia Scheme*)

*Accountant*

* Ensure monthly closing for entities in Singapore, Hong Kong and Australia (Trust and Management) is completed on a timely and accurately manner by reviewing all the supporting schedules
* Prepare reporting for regulatory purpose eg. MAS quarterly, yearly returns, Business Activity Statement for Australia (equivalent to GST returns in Singapore)
* Prepare audited financial statements and liaise with the tax agent and auditor in Singapore, Hong Kong and Australia
* Prepare group reporting pack for head office on a monthly and quarterly basis
* Prepare budget, monitoring actual results against budget on a monthly basis and analyse on the variance
* Prepare analysis report for management
* Review and approve payments to ensure payment details are accurate
* Ensure accounting treatment for the transactions are in accordance with relevant accounting standards (IFRS) and regulations requirement
* Maintain and ensure effective internal control system and liaise with internal and external auditors to improvise on processes
* Resolve any discrepancies and ad-hoc request from head office and local finance team
* Supervise Finance team in Asia Pac includes Hong Kong and Australia
* Supervise a team of Accounts Payable and work closely with a team of credit control in regional office in Singapore
* Heavily involved in the integration of in-house operation system and financial system that involves setting the requirements and migration
* Responsible for banking relationship for Australia and Hong Kong office
* Recruit candidate for lower position in finance department

Jan 2007 – Nov 2008 PricewaterhouseCoopers, Singapore

*Assistant Manager – Assurance*

* Providing assurance services to clients of various industries including shipping, manufacturing, management and insurance. My job scopes also include the following besides those already indicated in the preceding work experience:
* Supervising the audit team and ensure the completion of the audit engagement
* Advise on the group consolidation work of complex group accounts;
* Review of quarterly results for the company proposes for listing.

Feb 2004 – Oct 2006 PricewaterhouseCoopers, Johor Bahru, Malaysia

*Senior Associate – Assurance*

* Providing assurance services to both public listed and private limited companies and multi national companies of various industries including trust fund management, unit trust fund, construction, manufacturing, management, plantation and non-profit making organisation. My job scopes include the following:
* Coordinate the audit team during audit fieldwork;
* Highlight and assist in resolving audit issues;
* Identify client’s internal control weaknesses and providing appropriate advice to client on managing the weaknesses;
* Perform group reporting work;
* Provide appropriate coaching and support to junior staff members.

July 2003 - Jan 2004 SE LAI Associates, Johor Bahru

*Tax Assistant*

* Fill in tax assessment form for personal, partnership and individual companies
* Compute the corporate tax liabilities for individual companies
* Compute the income tax liabilities for unincorporated businesses and individual
* Liaise with Inland Revenue Board on refund & appeal cases
* Assist in providing advisory and tax compliance services to clients

Jan 2003 - Mar 2003 Foon Yew 2 Primary School, Johor Bahru

*Temporary teacher*

* Teach Bahasa Malaysia, Arts & PE (Primary 3, 4 & 5)
* Teach Chinese, Mathematics & Bahasa Malaysia (Primary 2)
* Oversee pupils on their academic progress and development of the positive attitude
* Mark exam script and work book within the deadline
* Guide pupils along the learning path and arouse their interest in learning

**SALARY AND AVAILABILITY**

Expected salary : $7,000

Last drawn salary : $6,010

Notice period : 3 months

**REFERENCE**

Available upon request.