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|  | **Kai Seng, LAM** | | | |
| **Age** | : 33 | | |
| **Date of Birth** | : 11 August 1983 | | |
| **Marital Status** | : Married | | |
| **Nationality** | : Singapore Citizen | | |
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| Organisation | Key Roles | | | |
| Ernst & Young, Singapore and Australia  (1 July 2013 to Present)  Reason for leaving: Head back to Singapore for personal reasons  **Key Milestones:**   * Achieve average of positive score of 4 and above (1 being lowest and 5 being highest) based on Multi-Source Feedback surveys collated from peers and colleagues in November 2014 * Achieve overall rating of 3 (3+) out of 5 based on the Year 2014 Year-end review and well remarks from reporting Partner * Build revenue for the firm, with individual achievement of S$850,000 for FY2013/ 2014 | **Internal Audit Manager Year 3**   * Managed internal audit projects for various Fortune 500 MNCs across the globe, local private organisations and public sector in both Malaysia and Singapore * Develop or co-develop internal audit plan (up to three years rolling) for multiple portfolios in various industries, both public and private sectors * Manage projects from budgeting to reporting of internal audit results to the Senior Management, Audit Committee members and/ or Board members on a quarterly basis * Foster good client relationship including providing strategic and value added services in operational matters throughout the service * Supporting role to clients with the aim of improving controls, risk management and governance compliance within the organization * Lead the Enterprise Risk Management (ERM) services, managing projects from Enterprise Risk Assessment to facilitating risk management workshops and uplifting risk maturity level with the application of Lines of Defense (LOD) * Managed financial services clients in South Australia state government on treasury, insurance and fleet management for government agencies including performing internal audit and risk management services * Led risk and issue management work stream in Program Management Office role to realising benefits of South Australian Health (SA Health) capabilities and cost savings | | | |
| AirAsia Berhad, Kuala Lumpur, Malaysia  (15 June 2012 to 14 June 2013)  Reason for leaving: Headed back to Singapore  **Key Milestones:**   * Achieved ‘Outstanding’ grade during Year 2012 year-end performance evaluation and good remarks from reporting officer, i.e. Head of Quality and Assurance * Escalated to confirmed staff less than required duration of six months * Led the regional revenue and cost mapping exercise to recover S$2 million for both Malaysia and Indonesia Operating Units | **Regional Quality Assurance Manager**   * Review supply chain management process for In-flight Catering business unit for Malaysia and Indonesia. Specifically, below are the key milestones: * Enhancing the accuracy of forecasting to minimize wastage from 15% to 5% * Maximize online booking sales to reduce in-flight sales to reduce wastages * Fleet and route management to minimize overheads and enhance efficiencies * Streamline vendor management to enjoy bulk discounts and improve margins for the AirAsia * Enforced listing fees for vendors who list advertisements with AirAsia * Develop the standard operating procedures (SOP) for organization wide and roll out to regional Operating Units * Committee to review adequacy and effectiveness of key controls on key business processes and functions (e.g. In-flight services, flight operations, Apprentice Asia event) * Establish Risk Management framework for organisation-wide, including: * Developing risk management framework with risk management principles, governance structure, roles and responsibilities and risk management processes * Conducting workshops to identify, analyse and evaluate risks * Liaise with third party vendor to implement risk system * Consolidating risks results to be presented to the Board and Committees * Rolling out Risk Management practices to regional Operating Units | | | |
| Deloitte Touche Tohmatsu  (26 February 2007 to 24 December 2010)  Reason for leaving: Personal reasons  **Key milestones:**   * Double promotion to Internal Audit Assistant Manager from Internal Audit Senior Consultant 2 * Achieved ‘Exceed Expectation - EE’ (Not meeting expectation being lowest and Exceed Expectation being highest) grade during performance evaluation in Year 2009 | **Internal Audit Assistant Manager**   * Managed internal audit projects for various Fortune 500 MNCs across the globe, local private organisations and public sector in both Malaysia and Singapore * Performed Sarbanes Oxley attestations and J-SOX projects for multiple clients from various industries * Managed ERM and Control Self-Assessment (CSA) projects to foster risk awareness and culture in the business environment * Foster good client relationship including providing strategic and value added services in operational matters throughout the service * Supporting role to clients with the aim of improving controls, risk management and governance compliance within the organisation | | | |
| Mazars, formerly known as Moores Rowland, Kuala Lumpur, Malaysia  (6 September 2004 to 23 February 2007)  Reason for leaving: Progression to Big 4 | **Internal Audit Semi Senior**   * Involved in financial audit for close to a year, including drafting of financial statements and writing of management letter points * Performed compliance, financial and operational internal audit projects, with the role of drafting and presenting final internal audit reports | | | |
| OTHERS | Qualifications   * Association of Chartered Certified Accountant (ACCA) Period: 01/01/2003 to 30/06/2008   Year Attained – 30/06/2008   * Certified Accounting Technician (CAT)   Period: 01/01/2001 to 31/12/2002  Year Attained – 31/12/2002   * Sijil Pelajaran Malaysia (SPM), equivalent of GCE “O” Level   Period: 01/01/1996 to 31/12/2000  Year Attained – 31/12/2000   * Corporate member of Institute of Internal Auditor | | Skills   * Internal Audit * Internal Control Review * Enterprise Risk Management * Business Process Improvement * Sarbanes Oxley * Microsoft Office (Word, Excel, Power Point, Visio) | **Language Proficiency**   * Spoken: English, Malay, Cantonese * Written: English and Malay |
| Key Clients   * South Australian Government Financing Authority * South Australian Health * University of South Australia * Fonterra * Coca-Cola Sabco * Cargill * Bacardi-Martini Singapore * Goodyear * Ministries in Singapore and Malaysia * The Cement & Concrete Malaysia (Lafarge, Holcim, Tasek, CIMA, YTL) * Maybank * CIMB * Ambank * Tokio Marine | | Key Processes   * Supply Chain Management * Inventory Management * Production Management * Health, Safety and Environment * Sales to Collections * Procurement to Payments * Human Resource and Payroll * Financial Reporting | Referees  To be provided upon request |
| Brief Descriptions of Working Experience  I was recently transferred from Ernst & Young, Singapore office to Adelaide office in May 2015 due to the demand of my skills set and experiences. For some personal circumstances, I am seeking out to be back in Singapore and I am fascinated about the role.  I have over ten years of solid experience providing Internal Audit Review, Standard Operating Procedures, Strategic Management Planning and Execution, Enterprise Risk Management, Sarbanes-Oxley Readiness & Reviews, Testing and Controls, Fraud Investigation and Financial Audit. I worked with clients in manufacturing, construction, education, financial, logistic, agriculture, plantation, REIT, public sector and FMCG including retail services. I have been involved in numerous overseas assignment exposures in Singapore, Middle East, Hong Kong, Taiwan, Malaysia, Vietnam, Indonesia, Nepal, Sri Lanka, Brunei and Thailand.  Besides, I have exposure in commercial organisation, AirAsia Berhad, world’s best airlines for consecutive seven years running. During the tenure in AirAsia Berhad, I met many key stakeholders in numerous projects, reporting to the CEO and Group CEO over ASEAN countries, such as Malaysia, Indonesia and Thailand. Our key deliverables were used in various business units for business strategies, planning and also setting up hubs and stations in other countries. | | | |