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| **Tang Chee Keong**   |  |  | | --- | --- | | 604A, Punggol Road #09-764,  Singapore 821604  Email: tck\_tang@yahoo.com  Tel: +65-8809 0006 (Mobile) |  | |
| **Employment History**  *July 2015 – Current*   1. **Soup Restaurants Group Limited**   Specialization : Finance – Reporting  Industry : Food and Beverage  **Position Title:** Accountant   * Responsible for timely and accurate month end closing and monthly financial analysis; * Oversee all accounting functions including account payables, account receivables, fixed assets and bank reconciliation; * Planned and monitored cash flow position of companies; * Responsible for the consolidation of accounts for monthly, quarterly and yearly reporting within tight deadline. The deliverables include monthly consolidation and monthly management report with financial analysis on the Group’s performance * Assists in quarterly SGX announcement * Liaise with auditors and tax agent * Overseas finance teams to ensure timely submission of monthly reports * Support ad-hoc task and performed duties as assigned by superior.   *July 2014 – Jun 2015*  **2. Sha, Tan & Co**  Specialization : Audit  **Position Title:** Assistant Audit Manager   * Planning, overseeing and administering staff resource and job portfolio. * Reviewing working papers and audit assignment. * Monitoring progress of audit assignment and meeting report deadline. * Report audit findings to Audit Partners and make recommendations for improvements in operations.     *Aug 2011 – Apr 2014*  **3. CETCO OILFIELD SERVICES MALAYSIA SDN BHD**  Specialization : Finance – Reporting  Industry : Oil & Gas  **Position Title:** Accountant   * Responsible for timely and accurate month end closing and monthly financial analysis. * Oversee all accounting functions including account payables, account receivables, fixed assets, bank reconciliation and inventory reconciliation. * Planned and monitored daily cash flow position of company; * Responsible for quarterly corporate tax and quarterly deferred tax provision for accounts. * Updated consolidation package report and supporting schedules for submission to CETCO USA for consolidation purpose. * Coordinated with Project Manager and assist Finance Manager to establish and maintain project budgets, updated and reviewed tracking of project costs, identified and communicated financial issues to project team. * Performed quarterly stock count and physical assets inspection. * Prepared yearly audited financial statements within the timeline; * Liaised with tax agent to finalize annual tax return and ensure tax submission to Inland Revenue Board (IRB) on time. * Liaised with tax agent on any outstanding tax issued, capital allowances review or other issues related to tax. * Supervised accounting staff and provided advice and guidance as and when necessary. * Undertaken assignments delegated by Finance Manager/Financial Controller from time to time.   *July 2008 – Aug 2011*  **4. OSK Holdings Berhad**  Specialization : Finance – Operation & Reporting    **Position Title:** Assistant Vice President (*Jan 2011 – April 2011)*  **Position Title:** Senior Associate (*July 2008 - Dec 2010)*  Two diversified portfolio includes involve and supervise in the finance operation for the certain entity assigned and group reporting.  **A. Finance Operation**   * Involved and supervised daily operations which include journal vouchers, receipts, payments, bank reconciliation, and others for entity assigned:  1. OSK Holdings Berhad (Holdings Company); 2. OSK International Asset Management Sdn Bhd (Fund Management Company); 3. OSK Realty Sdn Bhd (Investment Property); 4. OSK Investment Bank (Labuan) Limited (Offshore Investment Banking);and 5. 2 dormant companies.  * Planned and monitored daily cash flow position of companies; * Planned, assessed and monitored month end closing and to ensure timely and accurate preparation of monthly management account and monthly financial analysis; * Liaised with inter-department to ensure comply with company policy and work procedures. * Reviewed quarterly IIP report to Bank Negara Malaysia for statutory requirement and monthly LOFSA report for Labuan FSA requirement; * Responsible for monthly tax computation and deferred tax computation; * Coordinated and liaised with Registrar on dividend issuance matters.   **B. Group Reporting**   * Responsible for the consolidation of accounts for monthly, quarterly, half-yearly and yearly reporting within tight deadline. The deliverables include monthly consolidation and flash report with financial analysis on the Group’s performance, Quarterly report for Bursa Announcement and Annual Report; * Involved in group consolidation matters which included: * Group Fixed asset schedule for audit reporting disclosure; * Related party transactions for Recurrent Related Parties Transaction circular for shareholders’ approval; * Group Banking facilities for keeping management update; * Constant communicated with subsidiaries on their performance and alignment to the group’s overall financial policies. * Coordinated with other divisions and compiled financial information for AGM/Press Conference. * Handled taxation matters and ensured tax compliance for the companies in charged. * Liaised with corporate secretarial, tax agent, auditors, bankers and other statutory bodies/authorities on internal and external auditor matters, and other statutory compliances. * Support ad-hoc task and performed duties as assigned by superior.   **Key Achievements**   * Ensured month-end closing timelines are met and monthly consolidation and management accounts are reported accurately by encouraging team to constantly conduct discussion and adhere strictly to the timeline given. * Successfully signed companies’ audited financial statement within audit timeline. * Successfully get back tax refund amount from Inland Revenue Board (IRB) after followed up closely with tax agent and IRB after the tax filing. * Participated in OSK group’s corporate exercises. * Able to cope for the high tension and works under pressure in meeting deadlines and to work independently. * Successfully to take over asset management account within short transition period. * Grasped the additional responsibilities on the dividend and banking facilities matters.   *2007 – 2008*  **5. Baker Tilly TFWLCL**  Specialization : Audit  **Position Title:** Senior Assurance Associate   * Auditing financial accounts and statutory documents from private limited companies to public listed companies engaged in trading, investment holdings, non-profit organization etc. * Analytical reviewing of financial statements. * Participating in the team work of audit listed company. * Performing special audit such as verification of statistical data. * Reviewing of companies’ internal control.   *2004 – 2006*  **6. Sha, Tan & Co**  Specialization : Audit    **Position Title:** Audit Senior (*Jan 2006 – Aug 2006)*  **Position Title:** Audit Semi Senior (*Jan 2005 - Dec 2005)*  **Position Title:** Audit Assistant *(Mar 2004 - Dec 2004)*   * Auditing financial accounts and statutory documents from limited companies to public listed companies engaged in manufacturing, trading, construction, property development, investment holding, hotel operation, non-profit organization etc. * Analytical reviewing of financial statements and preparing consolidated financial statement including foreign subsidiary. * Participating in the team work of audit listed company. * Reviewing of companies’ internal control. * Reviewing the audit working papers of junior staffs, allocation of work, monitoring and planning of audit assignments. * Presenting the audit report which is consistent with current auditing standard and requirement of Malaysian Accounting Standard Board (MASB) and statutory declaration for review by manager and principal. * Using a computer spread sheet program, example Microsoft Excel to do tax computation, capital allowances schedule and fixed assets depreciation schedule. * Prepare company taxation and deferred taxation for audit purposes.   *2002 – 2003*  **6. K.S.Lam & Co**  Specialization : Audit  **Position Title:** Audit Assistant   * Auditing financial accounts and statutory documents for small and medium size organization from trading, manufacturing, investment holding etc. * Using a computer spread sheet program, example Microsoft Excel to do tax computation, capital allowances schedule and fixed assets depreciation schedule. * Maintaining full set of accounting records. * Preparing tax computation for corporate based on relevant financial information and correctly submitted within the relevant time limit. * Help client in planning the tax estimation and tax revision. |
| **Education Background** |
| *2002 - 2005*  **The Association of Chartered Certified Accountants (ACCA)**  Institute : FTMS College  Currently is FCCA member  *2001 - 2002*  **Advanced Diploma In Commerce (Financial Accounting)**  **Cum ACCA, Year 1**  Institute : Kolej Tunku Abdul Rahman (Kuala Lumpur Main Campus), Malaysia  *1999 - 2001*  **Diploma In Business Studies (Accounting)**  Institute : Kolej Tunku Abdul Rahman (Johor Branch Campus), Malaysia  **Sijil Perlajaran Malaysia (SPM)** *1997 - 1998*  Institute : Sekolah Menengah Taman Johor Jaya (1), Johor Bahru, Malaysia |
| **Skills & Strengths** |
| **(Proficiency: Advanced** – Highly experienced**; Intermediate -** Familiar with all the basic functionalities; **Beginner** – Just started using or learning the skill)   |  |  |  | | --- | --- | --- | | **Skills** | **Years** | **Proficiency** | | Microsoft Office | >5 | Intermediate | | Navision Accounting System | >2 | Intermediate | | Silverlake Accounting System | >1 | Intermediate | | AS400 Accounting System | >1 | Intermediate |   **..**   |  |  |  | | --- | --- | --- | | **Strengths** |  |  |  * Good at taking initiative, proactive, responsible, punctual and hardworking. * Able to work independently and within a team and deliver under tight deadline. * Ambitious and motivated person. * Adaptable to dynamic working environments and fast learner. |
| **Personal Particular** |
| |  |  | | --- | --- | | Gender | : Male | | Date of Birth  IC No  Permanent Address | : 11-07-1981  : 810711-01-5511  : 9-A, Jalan Dato Mohd.Ali, 86900, Endau, Johor, Malaysia | | Marital Status  Race | : Single  : Chinese | | Religion  Nationality  Hobbies  Language | : Buddhist  : Malaysian, Singapore PR  : Travelling, reading, listening music and watching movie  : Proficiency in English, Bahasa Melayu and Chinese | | Availability  Expected Salary | : 2 months notice  ­: $5,200.00 (Negotiable) | |