# A. PERSONAL DETAILS AND QUALIFICATIONS

Name : Novita Kie

Date of Birth : August 31st, 1977

Race : Chinese

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Email : novitakie@gmail.com

IC Number : S7779517J (Pink IC)

Marital Status : Married

Language Proficiency : English, Mandarin (spoken only) and Bahasa Indonesia

Technical knowledge : MS office, AS400, Great Plains, Oracle &Cognos.

Qualification : Bachelor of Accountancy, Atma Jaya University. (2000)

# B. WORKING EXPERIENCE

**Feb 2013 – November 2016**

**DNV GL Singapore Pte. Ltd. (DNV GL Group) Science Park, Singapore**

**Finance Manager, Asia Pacific.**

**Responsibilities:**

* Perform monthly and yearly closing which includes journals (JV) processing, accrual, provision, recognition of prepayments, currency conversion, etc. for entities in ***Singapore, Indonesia and Australia*** to ensure accurate and timely reporting in compliance with the IFRS and local GAAP
* Ensure timely month-end closing
* Preparations of monthly reporting schedules as required
* Review all inputs of vendor invoices, timesheets, and JV into accounting system to ensure accuracy and completeness
* Responsible for monthly account reconciliations for sub-ledger ensuring that all sub-ledger balances tie with trial balance
* Carry out daily tasks in compliance with internal controls for the entities
* Handle payment runs for entities of care in the Asia Pacific region (Singapore, Indonesia and Australia)
* Facilitate in the annual financial audit by both internal and external auditors
* Design and coordinate the Oracle Finance Training Program and material for Global Shared Services community for the Asia Pacific region
* Coordinate execution of activity in the project
* Deliver monthly reporting of progress against project plan and ensure escalation process
* Support detailing standard process or system change management processes in the region are integrate towards defined key process improvement
* Work collaboratively with business resources and process team members
* Provide assistance on other ad-hoc tasks as assigned.
* Demonstrate Leadership behaviours in line with our Vision, Mission and Values.
* Promote and be compliant with our Quality, Health and Safety policies.

Reason for leaving DNV GL:

Company restructuring

**April 2006 – 2 Nov 2012**

**Tesco Singapore Pte Ltd Loyang Pasir Ris, Singapore**

**Oil & Gas Industry**

**Accounting Manager, Asia Pacific Region**

**Responsibilities:**

* Manage and supervise the accounting team within APBU (Singapore, Malaysia, Australia and New Zealand)
* Manage the monthly cashflow of the region
* Review and ensure compliance with company policies and standard operating procedures, statutory regulations and accounting and reporting requirements
* Assisting in the Human Resources process for Singapore for payroll function
* Assisting the BU Controller to provide monthly variance analysis for Corporate reporting
* Ensuring that journal entries, ledger accounts reconciliations, record of assets/liabilities and other financial transactions are duly performed
* Assisting to collate data for tax reporting purpose (both internal and external)
* Ensuring the deadline for monthly financial closing process
* Responsible for reviewing and analyzing the financial and management accounts
* Assisting the BU Controller to monitor activities are in compliance with Sarbane-Oxley Acts’ and US GAAP requirements
* Liaise with external auditors, bankers, tax agents and secretarial agents

Reason for leaving Tesco:

Changed of environment.

**Jan 2003 – March 2006**

**Asprecise Pte Ltd Tampines, Singapore**

**Aerospace services industry**

***Accounts Executive***

**Responsibilities :**

* Maintain Full Set of accounts running under accounting system called FACT (computerized accounting system)
* Prepare weekly Cash Forecast
* Prepare payment vouchers and make payments
* Prepare bank reconciliation
* Handling Petty Cash
* Prepare monthly Balance Sheet Schedule
* Prepare Balance Sheet and P&L
* Verify local staff claims and overseas claims
* Updating AP and AR
* Processing billings and invoices

**Reason for leaving Asprecise:**

Left Asprecise as the result of company facing financial difficulty.

**August 2001 – July 2002**

**PT Tesco Indonesia Jakarta, Indonesia**

**Oil and Gas industry**

***Accounts Assistant***

Main Responsibilities:

* Maintaining company’s built in accounting system MYOB (computerized accounting system)
* Handling GL
* Entering account payable, account receivable and cash/cheque payments into the MYOB
* Preparing and generating company’s financial report, such as, Balance Sheet, Profit and Loss Statement, from MYOB
* Preparing Reconciliation
* Preparing expatriate field expense report and following up with accounting department in the Houston Head Office

**Reason for leaving Tesco Indonesia:**

Migrate to Singapore.

**August 1996 – August 1999**

# PT Esham Dima Jakarta, Indonesia

***Junior Clerk***

**Responsibilities**:

* Performing office duties, such as, copying and filing
* Preparing the company’s income statement every month
* Preparing cheques receipt for bank-in
* Assisting the Senior Accountant in calculating company’s tax
* Handling company’s invoices (especially sales vouchers)
* Handling of Petty Cash.

**Reason for leaving Esham Dima:**

Focus on study.

**D. Availabiliy**

Immediately

