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| ***Curriculum vitae DEANNA SERENA SOUNDARAJU*** |
| +6582876234 hp deannaserena@yahoo.com email |

**My Objective**

A proven, passionate Finance professional, backed by training at KPMG, Malaysia and advanced with leading industry experience at one of the only local railway construction companies in Singapore, GATES PCM Construction Ltd., I am commercially strong in providing financial decision support, skilled in financial analysis, management reporting and monthly close end processes, with an excellent ability to collaborate with, engage and build relationships with stakeholders at all levels. As such, I am looking for a position that could enhance my skills while at the same time, add value to the company by taking up challenging assignments while contributing towards growth, continuous improvement and excellence.

**My Academic Qualifications**

I studied at the University of Gloucestershire, United Kingdom (2012) and Oxford Brookes University, United Kingdom (2008) to obtain the following certificates:

* Postgraduate Diploma in Accounting and Financial Management (University of Gloucestershire, United Kingdom)
* Association of Chartered Certified Accountants (ACCA) , (Oxford Brookes University, United Kingdom)
* Certified Accounting Technician (CAT) (Oxford Brookes University, United Kingdom)

**My Skills**

With my experience and knowledge, I do have the following skills:

* Thorough knowledge of current accounting practices
* Financial Analysis
* Ability to synthesize
* Creative Methodologies towards customised reporting
* Proficient in Microsoft Excel, Microsoft Word, Microsoft Outlook
* Proficient in SAP Accounting System,UBS System, MYOB, Tally, Fact Accounting System, Focus Accounting System, QnE Accounting Software, TaskHub ERP systems & QuickBooks Software.

**My Achievement & Awards**

* Compliments from KPMG, Malaysia, in recognition of the exemplary work done during my tenure with them.
* Compliments from a client, namely Singapore Meritus Hotels & Resorts in recognition of the quick response and remedial actions to resolve an outstanding accounting issue
* Awarded the best student for Science at the Senior Methodist Girls School, Kuala Lumpur, Malaysia.

**My Work Experience**

**GATES PCM Construction Ltd, Singapore**

February 2015 to Present

Finance Controller

* Prime duty is to prepare and maintain the financial reports, yearly budget forecast, cost reports, projected cash flows for various projects and financial forecasts ranging from 1 year, 3 year and 5 year forecasts
* Overseeing, reviewing and managing the work of the staff in the accounts department and working as a mentor of the Account Managers for analysing the accounting and financial reports.
* Ensuring the accuracy of the financial records and the proper documentation by ensuring that the books of the accounts are compiled every end of the month and at the end of the financial year.
* Maintain the collaboration with the accounts department in determining the level of profitability of the company.
* Ensuring the fiscal responsibility within the firm’s operations and that the decision makers in the firm understand the financial implications of the missions.
* Providing analysis of company’s financial performance, monitor and preparing budgets.
* Handling external and internal audits together with all tax related matters.
* Establishing, reviewing and enhancing the internal control processes that govern the finance department.
* Establishing financial control policies, credit control policies, delegation of authority and fixed asset policies and their related dissemination to the respective personnel

**Kamala Jewellers Pte Ltd, Singapore**

June 2014 to February 2015

Accounts Executive

* In charge of the preparation of full set of accounts.
* Preparing financial forecasts and budget forecast on a yearly basis
* Month end closing and preparation of financial reports.
* Filling of GST returns on a quarterly basis

**Zalora Malaysia (part of Rocket Internet Gmbh, Germany)**

January 2013-January 2014

Accounts Payable Manager

* Reduced the number of outstanding supplier invoices by 80% (Average of 1,000 supplier invoices on a monthly basis) within 3 months of being part of Zalora Malaysia. The backlog was due to inability of the finance department to verify the invoices. I achieved this by implementing process controls to ease transactions such as the ‘3 way match’, within the Finance division.
* Managed all invoice processes within the supply chain management, received invoice from suppliers, and matched these to the purchase orders made, subsequently confirmed that all items were received and correctly invoiced.
* Determined the appropriate source of funds, where the budget was obtained and confirmed that there were sufficient funds that could be allocated for every purchase.
* Managed and trained a team of 6 Accounts Executives ensuring each of their responsibilities were properly carried out based on their segregation of duties.

**KPMG, Petaling Jaya, Malaysia**

August 2011 to January 2013

Audit Associate

* Performed and assisted in audit for Key audit clients such as Saujana Group of Companies, Time Dot Com Bhd
* Primary work involved quarterly reviews, interim, yearend audits, controls work, statutory accounts and assisted in consolidated accounts
* Possessed strong team working skills; overall responsibility for onsite relationship management with clients alongside co-ordination and completion of audit assignments within tight reporting deadlines
* Reported directly to partners and directors with minimal manager supervision on some assignments.
* Various audit recommendations included within Internal Control Reports submitted to management.
* Attended various training courses including IFRS, Business Writing, People Development Skills and Risk Management

**Ikhasas Sdn Bhd, Kuala Lumpur, Malaysia**

January 2009 to August 2009 (Temp assignment)

Senior Accounts Executive

* Reviewed Profit and Loss, Balance Sheet & Cash Flow statements, Monthly Management Information Systems (MIS) Reports for Accounts Receivable & Accounts Payable such as Ageing reports and Bank

Reconciliation.

* Preparing Project and Budget Costing for each construction project to monitor timely delivery of the project against forecast financials
* Preparing cash flow projections and managing the cash flow.
* Preparing monthly management reports.
* Training new Account Executives, ensuring their roles and responsibilities are properly carried out.

**Peanuts Magical Clown Entertainment (M), Sdn Bhd Kuala Lumpur, Malaysia**

February 2005 to December 2008

Event Coordinator

* Preparing monthly Profit and Loss, Balance Sheet & Cash Flow statements.
* Handling the whole filling system and implemented controls for smooth flowing of cash flows.
* Accumulating information on each project to achieve quality event productions.
* Liaising with clients on event related matters and solving issues as and when it arises.

**My Personal Information**

## Name : Deanna Serena Soundaraju

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

I.C. Number : 841022-14-5144

FIN Number : G2483400Q

Date of Birth : 22-10-1984

Citizenship : Malaysian

Valid Work Pass : Yes (Also awaiting for PR confirmation)

Applied for PR on the 24 Oct 2016)

Marital Status : Single

Languages Spoken : English (Fluent),Bahasa Malaysia(Fluent) and

Tamil (Fluent)

**My Hobby**

While I work hard, I also value the importance of work life balance and enjoy doing the following during my free time:

* Jogging and swimming
* Reading

**My Referees**

Available on request.