**LIM LIAN CHING, ANGIE**

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**D.O. B** : 30.09.1973

**SUMMARY**

, cash flow forecastTalented analyst and problem-solving abilities. Strong attention to detail, and unswerving commitment to service.

Proven track record of experience, loyalty and stability in finishing task on time. Ability to work in fast -paced environment. Performing work in an ethical manner while consistently maintaining the integrity of all financial data. Team and individual contributor with the ability to build relationships in a multi-cultural environment and across various office.

**HIGHLIGHTS**

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| --- | --- | --- |
| * Expenses Reporting & Reconciliation | * Regulatory, Legal & Tax Compliance | |
| * Financial Analysis & Management Reporting | * Account Research & Analysis | |
| * Financial Statement Preparation & Analysis | * Variance Analysis | |
| * Budgeting & Forecasting | * Detail-oriented | |
| * Information System Implementation | * Goal Focus & Deadline driven | |
| * Month-End Closing Process | * Cross-Functional Teamwork | |
| * Working Capital Assessment * (SAP,Oracle, Hyperion & BPC) | * Analytical & Problem solving |

**EDUCATION**

**Enrol CPA Australia**

Fundamental-Present

**University of Bedfordshire**

Bachelor of Acts with Honours Accounting Jun 2011

**Institute Professional-A/S Kedah**

Diploma in Management Accounting-LCCI Higher Apr 1993

**Sekolah Menengah Sin Min-Kedah**

SPM-O Level 1991

**COMPUTER SKILLS**

Proficient in Microsoft Excel; Microsoft Word; Power Point; Oracle Financials V11.5; Coda; Hyperion, SAP Business Object Analysis for Office (BAO)**,** Business Object Web Intelligence (WEBI), Business Planning & Consolidation (BPC) , Basware Purchase to Purchase , Expensys and SAP NetWeaver V7.4

**PROFESSIONAL EXPERIENCE**

**Henderson Global Investors (Singapore) Limited *Accounting Manager…………..2014-Nov 2016***

***Accountant………………………2012-2014***

***Assistant Accountant………….June 2007-2011***

**Perform a full spectrum of financial accounting and reporting functions, including Accounts Receivable and Accounts Payable, financial profitability analysis, MAS regulatory and statutory reporting, and liaise with internal and external stakeholders, including auditors ,tax agents for global Asset Management organisation.**

**Roles and Responsibilities**:

* Manage and supervise 1 Accountant in account payable, account receivable, expense and cash management for APAC.
* Review and ensure Regional offices invoices are posted to the right GL account and paid to correct beneficiaries.
* Manage monthly financial closing for Singapore ,Hong Kong ,Australia and Japan legal entities and ensure timelines and accuracy of financial records of the Asia legal entities.
* Responsible for a range of general accounting activities, include but not limited to GL journal posting, bank accounts, provide analysis of Balance Sheet movements for three legal entities.
* Manage post-merger integration of the new acquire Australia companies’ account into the system.
* Monitor project and capex accounting, cash flow forecast and intercompany reconciliation.
* Oversight of management expenses, maintenance of accruals and budget analysis.
* Performing monthly management accounts and providing analysis and commentary on performance against budget for APAC.
* Ensure accuracy, compliance and timely submission of regulatory return MAS RBC, HK FRR , and Japan KLFB.
* Prepare periodic GST reporting and withholding tax.
* Produced Investors AUM report including subscriptions and redemptions.
* Compiled group consolidation reports for Australia and Region entities.
* Monitor budgets and comparing them with actual cost related to marketing and capital.
* Preparing monthly presentation package for Asia management team.
* Timely preparation and submission of all monthly and quarterly schedules to Group in accordance to required deadlines.
* Preparation of budget and forecast for APAC.
* Monitor working capital, liquidity and funding requirements, included liaise with bank on banking transactions.
* Provide support and guidance to countries finance on group policies, accounting and financial matters.
* Collaborate with Finance Platform Team on SAP issues and develop improvement.
* Work closely with auditors on local statutory audit, audit queries and preparation of Annual Financial Statement.
* Liaise with tax agents, prepare tax schedules and review tax computation prepare by tax agent.
* Statutory filling with Company Registrar and regulatory filling with regulatory bodies for the responsible entities.
* Completing regulatory reporting surveys and timely responding to MAS queries.
* Ensured compliance with IFRS and group accounting policy and procedure guidelines, reduced risk of internal control weaknesses and financial misstatement.
* Liaise with corporate secretary on annual ACRA and AGM filling.
* Ensure smooth collaboration with relevant stakeholders situated locally and across Pan Asia and London Headquarters.
* Assist Regional Finance Controller in continue process im provement and ad-hoc projects.
* Knowledge in SAP NetWeaver V7.4
* Reason for leaving: Company Restructuring

**Achievements** :

* Transformed the month-end calculation methodology and analysis process to provide a more accurate and detailed fuel accruals and variance analysis.
* Set up budget to actual report as specifically requested by business heads. Resulted in cost control and quicker decision-maker attention to variances.
* Implemented an automated VAT returns systems which decreased tax return inefficiency by 50%.
* Managed a successful merger and acquisition of Australia companies.
* Established Asia Hub to support Regional Offices on Account Payable, Account Receivable. Accounting Ledger and Reporting. Resulted in reducing overhead spending 20% through better utilization of resources.
* Converted paper approval invoice into electronic. Collaborate and educated business users to ensure they are comfortable with new system. Reduced paperwork 90% and increased efficiency by 50% owing to easy access from all off-state offices.
* Assist in the implementation of the ERP software, SAP and Swift payment system which increased accounting department’s efficiency by 50% in handling accounting controls and decreased payment processing time by 80%

**British American Tobacco (S) Pte Ltd**

***Finance Analyst ……………….. October 2005-April 2007***

**Roles and Responsibilities**:

* Prepare management and financial report for monthly and quarterly.
* Ensure timely and accurate submission of quarterly financial report in Hyperion
* Ensure timely month end closing and analyse accuracy in financial figures /reports
* Prepare GL journal and closing review.
* Perform monthly variance analysis.
* Assist in the preparation of annual operation budgets and quarterly financial forecast.
* Maintain fixed assets register.
* Ensure compliance with statutory reporting and liaise with external auditors on audit schedules and year end reporting
* Ad hoc reports as assigned by Finance Manager.
* Knowledge in SAP R/3
* Reason for leaving :Contract End

**Achievements** :

* Reduced monthly closing cycle with identification and recommendation of enhanced closing procedures.
* Automated several key functions, which increased efficiency by 50% in intercompany billing and reconciliation.
* Consistently met deadline while demonstrating strong analytical and problem-solving skills to achieve corporate objectives.

**Keppel Logistics Pte Ltd**

***Account Officer…………. April 2003-September 2005***

**Roles and Responsibilities:**

* Maintaining full sets of subsidiary accounts.
* Ensure timely and accurate submission of preparation of financial statements and management Reporting.
* Perform Upstream & Hyperion report to HQ, quarterly Console pack and Bi-monthly Cash flow forecast
* Prepare budget and quarterly forecasting.
* Conduct monthly financial and variance analysis.
* Compilation of GST Returns.
* Compilation of Customer P&L.
* Prepare Bank Reconciliation.
* Manage monthly and yearly financial closing.
* Ensure compliance with statutory reporting and liaise with Auditors annually.
* Compile various routine and ad hoc reports assigned by Finance Manager.
* Involved in Oracle Implementation.
* Knowledge in Oracle V11.5
* Reason for leaving : Looking for better prospect

**Achievements** :

* Decreased month-end closing tasks spanning 7 days to 3 days following implementation of computerised accounting system.
* Evaluate, design and implement new chart of accounts and new accounting system (Oracle Financial) General ledger, account receivable, account payable and treasury.
* Improved quality and accuracy of reports provided to the executive staff.

**Amara Property Pte Ltd**

***Account Officer…………. October 2002-March 2003***

**Roles and Responsibilities:**

* Manage full sets of Group & Corporate A/C
* Compilation of GST Returns
* Prepare Audit Schedule & Bank Reconciliation
* Reason for leaving : Working hours too long (till 11 pm)

**Achievements** :

* Developed a new collection system that reduced outstanding sums due from tenants, and upgraded the existing system which improved processes and doubled efficiencies within the department.

**Omni Plastic Pte Ltd**

**(Previously known as Fowsend Plastics Industries Pte Ltd)**

***Account Assistant…………. October 2000-September 2002***

**Roles and Responsibilities:**

* Handle AP,AR, GL, P&L.
* Process payments to Vendors, up to date posting of accounts.
* Cheques collection, follow up outstanding invoices via call & e-mail.
* Prepare Weekly and Monthly Sales Report,Cashflow Forecast, weekly &
* monthly AR Aging Flash & Gross Risk Report.
* Prepare Costing Report, Inter company Reconcile and Bank Reconcile,
* Prepare & posting journal
* Assist in the timely preparation of management reports, monthly closing of
* a/c, credit control and cash management.
* Knowledge in SAP
* Reason for leaving : Looking for better prospect

**Achievements** :

* Accurately reviewed and resolved exception reports as well as analysed and resolved invoice payments’ transaction related matters.
* Formulated daily worksheets for easy transaction recording purposes thereby reducing verification time by 40%.
* Implemented corrective measures for ensuring that minor accounting discrepancies do not transpire.

**Teow Soon Huat Sdn Bhd -** Langkawi , Malaysia

***Account Cleck…………. July 1993-September 2000***

**Roles and Responsibilities:**

* Handle AP,GL,
* Data entry of supplier invoices, process vendor payments
* Prepare Debit and Credit Note
* Petty cash disbursement and reimbursement
* Posting journals
* Process payroll
* Assist in monthly closing for inventory and procurement
* Knowledge in UBS

**Achievements** :

* Maintained a cordial relationship with suppliers and customers to ensure productive business dealings.
* Introduced computerised software for recording employees working hours that reduced payroll task procedure and time cost by 30%.
* Stayed within budget for petty cash disbursement for 4 years..

**AVAILABLITY** :Immediate.

**REFERENCES** :Available upon request.

**Current Salary** : S$7,083.33 (S$85,000 per annum)

**Expected Salary :** $6000 -$7000 negotiable