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| **Name:** Lilian Lim Geok Lian  **Address:** Blk 211A, Punggol Walk, #13-623 Singapore 821211  **Contact Number:** 97640337 (Mobile)  **Identification Number:** S8036149A  **Date of Birth:** 19-10-1980  **Gender:** Female  **Race:** Chinese  **Nationality:** Singaporean  **Email Address:** lilianlim1910@gmail.com | | |
| CAREER OBJECTIVE | | |
| * To establish a career in Finance and Accounting sector. * Expand my knowledge in Accounting and Finance | | |
| PERSONAL PROFILE | | |
| * Keen and willing to learn. * Motivated and committed in Personal development * Diligent and Meticulous * Good leadership and also a team player with positive attitudes. * Excellent team worker with people and business management, analytical and organizational skills * Good interpersonal and communication skills | | |
| EDUCATIONAL QUALIFICATIONS | | |
| **MURDOCH UNIVERSITY**  [Bachelor of Commerce in Accounting](http://www.kaplan.com.sg/course/part-time-courses/bachelor/accounting-and-finance/bachelor-of-commerce-in-accounting-339/) | Graduated 2016 | |
| **ngee ann polytechnic** Diploma in Accountancy | Graduated 2001 | |
| **GHIM MOH Secondary School**  GCE “O” Level | Graduated 1996 | |
| EMPLOYMENT HISTORY | | |
| **JAS WORLDWIDE ASIA PTE LTD**  Accountant- APAC Regional HQ   * Direct Report to Finance Director - APAC Regional HQ. * Oversee/ensure the timely and accurate submission of financial/management reporting from APAC regional offices. * Overseeing day to day accounting function which includes month end closing, analysis, budgeting and reporting duties. * Supervisory responsibilities of junior staff. * Review the closing of monthly accounts prepared by junior staff. * Ensure timely and accuracy of General Ledger and financial reports of the accounts, audit and tax functions, and reviewing P/L accounts and balance sheet schedules done by junior staff. * Review/Oversee of Quarterly GST schedules and submission to IRAS done by junior staff. * Responsible for monthly and annual financial and management reporting. * Assist in financial planning, budgeting and forecasting. * Assist in the preparation of the annual financial statements, including profit and loss accounts and balance sheet for the company. * Review and analysis variance report - Budget vs Actual * Manage cash flow forecast and management, forex risk management & fixed assets management * Monthly Forecast 1 and Forecast 2 submission to HQ in US * Monthly Flash and final submission to Cognos reporting. * Monthly approving AP invoices and uploading AR invoices into Netting Centre. * Weekly checking and approval staff expenses reports done by junior staff in Concur system. * Liaise with bankers and relevant government authorities * Liaise with Tax Agents and external auditors to ensure compliance with management policies and statutory requirements. * Assist in yearly budget for the company. * Assist in APAC regional consolidation for yearend Audit and Financial statement for the company. * Liaising with company secretary for any company related matters. * Review and implement accounting and financial procedures and policies to ensure compliance with accounting standards and financial policies. * Coordinate with US HQ office for financial and management reporting. * Ensure US GAAP standards are followed. * Ensure compliance with corporate policies, procedures and accounting standards. * Maintain and improve current process control, develop new processes and participate in projects and initiatives.   **OLAM INTERNATIONAL LIMITED**  Assistant Finance Manager   * Controller for month close, quarter close and year end closing. * Involved in the quarterly and annual statutory financial reporting. * Ensure timely and accurate month end, quarterly end and year end closing of accounts. * Ensure timely and accurate financial and management reporting. * Report to Finance Controller and Vice President and assist in overseeing the financial accounting function. * Supervisory responsibilities of junior staffs. * Review of Fixed Assets and Intangible Schedules done by junior staffs under FRS standards. * Review of Overheads control - Budget to actual variance reports * Ensure IFRS accounting Standards are followed. * Assist in yearly budgeting for the company. * Review the general provisions for Audit, Taxation and Directors’ Fees. * Review of Quarterly GST schedules and submission to IRAS. * Review of P/L accounts and balance sheet schedules. * Assist in preparation for SGX Announcements. * Liaise with internal & external auditors and tax agents on related matters. * Ensure compliance with corporate policies, procedures and accounting standards. * Review and preparation of Annual report in accordance Financial Reporting Standards(FRS) * Submission of surveys to Statistics Singapore. * Assist in the preparation of Group Consolidation – Company and Group level. * Liaise with bankers and relevant government authorities. * Review and implement accounting and financial procedures and policies to ensure compliance with accounting standards and financial policies. * Ensure timely submission of monthly, quarterly and yearly reports from respective accounts teams. * Maintain and improve current process control, develop new processes and participate in projects and initiative. | | Nov 2015 to May 2016 |
| Oct 2006 to Oct 2015 |
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| **LKN-PRIMEFIELD LTD/ AXS INFOCOMM PTE LTD**  **( Currently known as HL Global Enterprises Ltd)**  Accounts Assistant   * Maintaining full set of accounts with General ledger, Accounts payable and receivable responsibility * General duties which includes banking and mailing of cheques and cash * Responsible for GL, AP, month-end closing, preparation of monthly management reports * Preparation of quarterly GST returns & tax computations * Preparation of statutory financial statements * Preparation of management reports * Prepare and check consolidation reports for reporting to head office * Checking of intercompany confirmations and bank reconciliations * Arrange for depositing and withdrawal of fixed deposits and sale of US dollars. * Responsible for handling petty cash and staff claims and * reimbursement * Preparation of fixed assets register * Assists in preparing audit schedules at year end. | | March 2004 –  Oct 2006 |
| **Tyco Fire & Security Services**  Accounts Assistant   * In Charge of Accounts Payable & Accounts Receivables (Billing) * Processing Giro & Credit Payments For Customers * Issuing cheques and telegraph transfer to suppliers * Preparing payment vouchers * Using In house accounting systems * In charging the documentation and review of the termination of agreements * Filing of Service Agreements | | Jan 2002 – March 2004 |
| SKILLS/LANGUAGE/PROFESSIONAL PROFICIENCY | | |
| * Operating system knowledge of Windows 8 * Application knowledge of Microsoft Office – Excel 2010 * Knowledge of ACCPAC,MYOB, Oracle JD Edwards, Intuit Quickbooks, Reckon Accounts, Oracle Financials * SAP Business objects Planning and Consolidation (BPC) software * Concur solutions * IBM Cognos software * Proficient in written English and Chinese * Fluent in English and Mandarin * Class 3 driving license * Currently pursuing CPA Program | | |
| HOBBIES/INTERESTS | | |
| * Reading, Listening to Music, Cycling, Jogging, Watching Movies and Travelling | | |
| * **OTHERS** | | |
| * Monthly Salary: $5300 * Annual Salary : $74,200 (inclusive of AWS and bonus) * Expected Monthly Salary: $6200 (Negotiable) * Availability: Immediate | | |