**Ong Si Hua Anne**

Date of birth: 04/06/1982

Nationality: Singaporean

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A rewarding career that offers exciting opportunity for personal development and professional growth.

**OBJECTIVE**

**Korn Ferry International**

**Nov 2015- Feb2017 (Contract)**

**Regional Assistant Finance Manager**

1. **Management Reporting**

* Prepares monthly financial performance reports and monthly operating reviews for Regional/LOB financials
* Reviews and analyzes monthly actual vs. budget / forecasted results and variances and provide analytical support to facilitate understanding the financial results of their businesses
* Identifies and develops solutions to improve business processes and reporting
* Ensures LOB consistency in reporting with global standards

1. **Annual Operating Plan / Forecast**

* Manages the Annual Operating Plan process for the Region/LOB
* Coordinates LOB process to ensure meeting Corporate timelines and be the point of contact for Corporate FP&A
* Manages the monthly forecast process within the Region/LOB and provide input to the senior finance team members for monthly and quarterly new business, revenue and expense forecast

1. **SG&A Analysis**

* Closely monitor and report SG&A expense trends versus targets and identify areas of cost reductions
* Makes recommendations to improve efficiency and profitability
* Identifies and addresses potential financial reporting issues or concerns

1. **KPI Reporting**

* Prepares KPI reporting for the Business Unit and Markets Leaders

1. **Others**

* Builds relationships with Operations and Financials resources, encouraging collaboration while driving to meet key deadlines using established processes/controls
* Other Regional Finance projects, as need arises

**ACE Insurance Limited**

**Jul 2012- Oct 2015**

**Regional Accountant**

* Report directly to Deputy Head of FP&A. Responsible for reviewing & preparing monthly financial and business performance reports.
* To analyze the financial performance of APAC regions (month on month variances; quarter on quarter variances; year on year variances; budget vs actual)
* Resolve inter-company issues.
* Liaise with Corporate & Business Finance & other departments within the organization to resolve any issues/disputes.
* Liaise with Country Directors/Business Finance on annual budget/forecast and quarterly submission.
* Perform treasury & banking activities.
* Perform month end closing & prepare financial and management report.
* To undertake/assist in ad-hoc projects when necessary.

**Mitsui Sumitomo Reinsurance Limited**

**Dec 2010- Jul 2012**

**Assistant Finance Manager**

* Report directly to Senior Accounting Manager. Responsible for maintaining and ensuring timely and accurate reporting and submission of financial statements that meet statutory and management requirements.
* Review work processes and procedures to enhance internal control and ensure its compliance with the management and shareholder agreements.
* Handle statutory audit including preparation of audit schedules & preparation of MAS Returns.
* Liaise with external auditors for interim/year end audits.
* Oversight of month end closing as well as daily finance and accounting operations covering general accounting, payment and receipting functions including processing approval of payments, preparation and/or approval of journals and reconciliations and reporting/update of head office Finance
* Mentor and coach account executive(s)
* Any other work or duties assigned by the management

**Royal Bank of Scotland Singapore Branch**

**Aug 2009 – Aug 2010 (Contract)**

Finance Analyst

* Report directly to Head of Financial Controls and Reporting. Responsible for direct communication with internal and external stakeholders in daily, monthly and ad-hoc issues.
* Perform management reporting and control process of the Bank. Primary responsibilities include month end closing process and ensuring compliance with the bank's accounting and control policies.
* Contribute to the month end closing process which involves the raising of journal entries and preparation of P&L commentary and relevant schedules.
* Plan, coordinate and execute timely & accurate production of Group Reporting and other financial reports. Liaise with internal and external audit teams with regards to internal control checks and statutory reports (RBS Singapore, Head Office and other entities).
* Prepare quarterly GST submission for Consumer Banking entities.

**KPMG LLP Singapore**

**December 2005 – June 2009**

# Senior Audit Associate

* Responsible for several individual assignments, as well as oversee and supervise fellow and junior associates in execution of team-based audit exercises within allocated clientele portfolio.
* Perform statutory audit for clients across diverse industries eg. Asset Management, Reinsurance and Manufacturing sectors.

Primary clients within portfolio:

**- Prudential Asset Management**

**- Mitsui Sumitomo Reinsurance**

**- Merck**

* Involved in the planning phase of audit such as understanding the business environments and inherent risks of clients.
* Identify internal controls in place and assess adequacy of implementation.
* Recommend good accounting practices and enhancements in internal controls to the entities audited through management letters.
* Draft statutory financial statements, ensuring compliance with accounting standards and statutory requirements.
* Perform detailed analytical review procedures and substantive testing on internal controls.

**Intercontinental Oils and Fats Pte Ltd**

**August 2004 – November 2005**

Accounts Associate

* Assisted in the month-end closing of the company.

**EDUCATION**

**2002 – 2006** Financial Training Company- ACCA completed

# 1999-2002 Ngee Ann Polytechnic -

Diploma (*Certificate of Merit*) in Building & Real Estate Management

**ADDITIONAL SKILLS**

* Strong communication and negotiation skills (Job nature)
* Good interaction and interpersonal skills (Job requirement)
* Strong interviewing skills (Job nature)
* Ability to lead (Job requirement and nature)

**INTEREST / CORPORATE INVOLVEMENT**

* Enjoy reading books and updating myself on the financial industry
* Love interacting with people from all walks of life
* Jogging and playing badminton

**LANGUAGE SPOKEN/WRITTEN**

English and Mandarin.

External training courses such as “Effective Business Writing” and courses on negotiation skills have further enhanced my writing and communication skills.

**COMPUTER LITERACY**

Microsoft Office (SAP Accounting Software, MS Excel, MS Word, MS PowerPoint)  
Hyperion Enterprise Accounting Software, Oracle/People Soft system, Cognos and TM1)

**EXPECTED SALARY**

## REFERENCES

Available on request