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| D:\Pauline Phua VIEWING 8pp 4r cd tup (passport crop+4r res) remove white hair balance eyes slim face natural_0387 copy PP RES.jpg | Pauline Phua Mui Poh  Singaporean  98387517  [paulinephua@msn.com](mailto:paulinephua@msn.com)  Availability – 1 month notification  Currently looking for new opportunities due to pending office closure |

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| Personnel Summary |

Hands on Accounting Manager with proven ability to provide financial data, support and reporting to assist in key business decisions.

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| Qualification and Training |

2000 Bachelor of Commerce in Accounting and Finance

Curtin University of Technology

Associate Member with CPA Australia

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| Skills |

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| **Financial**   * Auditing & Taxation * Accounting Systems * Accounts Receivable * Accounts Payables * Budgeting Forecasting * Cash flow Management * Financial Analysis * Financial Reporting * Financial Close * Full-cycle accounting * Management A/Cs * Month end procedures | **Management**   * Decision Making * Financial regulation * Manage Budgets * Team management * Supervisory skills | **Others**   * Payroll * Employee remuneration reporting * System Migration & Implementation * Policy Implementation * Corporate secretariat * Office Administration * Statutory compliance * Internal controls |
| **Computer Skills**   * NetSuite * PeopleSoft * Microsoft Office | **Personnel**   * Analytical mind * Good communication skills * Problem solver * Team player * High level of integrity |  |

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| Work Experience |

**SN Power Invest Asia Pte Ltd Nov 2008 to Present**

**Senior Accounting Manager**

SN Power is a Norwegian renewable energy company that develop, construct, operate and maintain hydropower assets in emerging markets. I am responsible for the financial functions of SN Power in Singapore, Philippines, India, Nepal and Vietnam.

**Achievements**

* Promoted from Accounting Manager to Senior Accounting Manager in 2010
* Led and implemented ERP accounting systems in Asia. Automated finance process such as time tracking, employee expenses claim and approval process.
* Led and coordinate with accountants in Asia to ensure that accounts are closed on time
* Worked with CFO to identify and correct financial inefficiencies through process improvements by evaluating the Company’s existing working accounting practices and procedures and where financial processes and internal controls were not working as they should, solutions were recommended to be established and implemented
* Set up central banking platform in Singapore for SN Power companies in Asia
* Supported the incorporation of Hanoi Representative office and Vietnam office

**Duties:**

* Responsible for all aspects of financial activities for 9 companies in Asia including financial and management reporting, month end and year end closing , financial analysis and commentary, internal controls, budgeting and forecasting, cash flow management, taxation and statutory compliance.
* Ensures that accounts are kept in accordance to Singapore Financial Reporting Standards (FRS)
* Reviewed monthly payroll and tax calculation prepared by outsourced payroll agents for the Singapore, Philippines and Hanoi to ensure the numbers were correct and in compliance with the local labour regulations before lodgement
* Trained finance staff on accounting principles and procedures
* Led and implemented ERP accounting system
* Liaised and worked with the local and overseas tax consultants to file corporate tax, withholding taxes, GST and business taxes with tax bodies
* Worked with Management and Business units in relation to opening of liaison office, investments, funding matters and ad-hoc projects. Countries involved includes India, Hanoi, Myanmar and Philippines
* Producing budgets and forecasts and presenting budget variance and ad-hoc analysis
* Directs and coordinates the yearly financial audit
* Liaised with local Company Secretary on corporate secretariat duties
* Formulating, reviewing and implementing of procedures, policies, internal controls and ensuring control systems are followed and functioning effectively
* Responsible for driving process improvement for accounting issues for various subsidiaries
* Responding to information needs of management and working on system projects periodically to meet new needs accounting requirements
* Supported the head office on the controlling and financial reporting functions for Asia Holding companies

**DST International Singapore Pte Ltd July 2007 to Nov 2008**

**Senior Accountant**

DST International provides a range of investment management and business management services and software solutions. I am responsible for financial accounts in Singapore and Indonesia.

**Achievements**

* Examine organization financial records to verify accuracy, correct financial inefficiencies and identify opportunities for improving financial processes
* Supported a finance team in the system migration from Accpac to PeopleSoft

**Duties:**

* Responsible for full sets of accounts and financial reporting, ensuring compliance with reporting standards and regulatory requirements as well as adherence to company policies and procedures
* Prepares inter-company reconciliations, monthly reports and supporting schedules for financial reporting in accordance to management and statutory requirements
* Responsible for cash flow management and cash projection
* Prepares budgets and forecast
* Computes commission calculation for payroll
* Prepare and complete local mandatory filing, GST and corporate tax
* Responsible for cost control and operational analysis
* Responsible for company secretariat matters and payroll
* Assist the finance department in formulating, reviewing and implementing of procedure, policies, internal controls and ensuring control systems are followed and functioning effectively
* Documentation of above processes and SOX attestation review
* Responsible for driving process improvement for accounting issues for variance subsidiaries

**Business Objects Asia Pacific Pte Ltd Oct 2002 to April 2007**

**Accountant & Credit Officer, Finance**

Business Objects is a multinational enterprise business intelligence (BI) solutions provider. I am responsible for financial accounts in the Asia Pacific which covers 9 markets across the region.

**Achievements**

* Recognized by management for helping to set up finance team in India
* Recognized by Finance department for demonstrating team work and leadership in the company
* Involved in the system migration from PO System to PeopleSoft
* Involved in the acquisition of Crystal Decisions and the liquidation of Crystal Decisions

**Duties**

* Prepare and maintain full sets of accounts for Business Objects Greater China, India, Korea and Singapore, these includes Accounts Payable, Accounts Receivable and General Ledger
* Prepares monthly schedules and ensures that accounts are kept in accordance to US GAAP
* Responsible for accounting deferred maintenance / training and consulting revenue
* Responsible for monthly closing and timely preparation of management reports to Head office
* Prepare monthly payroll and commission payment for Singapore, Korea and India, including yearly summary for personal tax filing
* Manage inter-company cash flow, Transfer Pricing and reconciliations
* Follow up on payments for customers to avoid/ reduce bad debts provision
* Timely filing of VAT for Korea and GST for Singapore
* Assist in company’s secretarial matters
* Formulate, review and implement accounting and financial systems, procedures and control
* Assist and liaise with external parties on audit, payroll and banking matters
* Work with external tax advisors on company tax matters, ensuring compliance and the legal requirement for tax filing, review and finalized corporate tax filing
* Assist and liaise with internal parties on review, implementation and compliance with internal control procedure, work process and documentation

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| Hobbies |

Travelling, dog related activities, yoga and tennis