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| **RESUME** |
| PRIVATE & CONFIDENTIAL  To: The HR Manager  Human Resource Department  Dear Sir or Madam:  **RE : APPLICATION FOR THE FINANCE, GENERAL ACCOUNTING POSITION**  **Career Profile**  Having achieved many goals in my career of managing business relations, process enhancement, project implementation and public accounting, I am interested in expanding my professional horizons by seeking new position in the finance and accounting field.    As you can see, throughout my career, I have established myself as an exceptionally successful and effective accounting, statutory reporting and tax preparation professional. My deep understanding of accounting principles, business process re-engineering, familiarity with local FRS/ regulations and outstanding interpersonal skills are the reasons I have thrived in these roles. You will also find me well-spoken, energetic, confident, and personable. I have enjoyed a reputation as an efficient accountant and have a knack for immediately establishing a good rapport with my employer as well as my colleagues.  **Key strengths**  The key strengths that I possess for success in this position include, but not limited to, the following:   * Efficiency, reliability, accuracy with numbers. * Maturity, honesty, ability to look at challenges as opportunities. * Knowledge of general and legal procedures. * Ability to develop and lead a team. * Innovative and creative thinking skills. * A self starter who not only adapt to but create changes.   **Accomplishments**  *Process Improvement*   * Implementing automated financial reporting process to download financial data, reducing manual procedures and enhancing accuracy and timeliness. * Recommend and implement company policies to support organizations cost saving initiative. * Reduced payment processing cycles by introducing the host to host payment method. * Managed the intercompany netting process to eliminate interco settlement costs.   *Leadership*   * Led several cross-functional teams and coached team members to develop skills and confidence in their ability to examine work processes, create solutions and measure improvements. * Serve as primary point of contact for and liaison between management and business groups to consolidate financial information. * Reorganized team members duties and responsibilities for more productive operation, including faster service with less return.   *Financial and Operations Management*   * Developed closing timeline and scope of work that redunced turnaround time from five workdays to two workdays. * Implemented to new tax and accounting systems that reduced and improved tax and management reporting. * Centralized Accounts Payable from various locations to facilitate transition from cost centers to profit centers, and knowledge were appropriately transferred. * Effectively prioritized and organize work loads in a constantly changing environment to meet daily and weekly schedules.   **Objective**  My objective is to establish a time when **we can meet to discuss how my talent, professionalism, and enthusiasm will value to your operation.**  Thank you for your kind attention and consideration.  I look forward to speaking with you soon. |



**Lee, Yoby Shih Yiin**

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| **Contact Details** |
| Address : 10 Bedok Rise #11-33, Singapore, 469601, Singapore  Mobile No. : 90279827  Email : [yobylee@yahoo.com](mailto:yobylee@yahoo.com) |
| **Personal Particulars** |
| Age : 38 years  Date of Birth : 28 Feb 1979  Nationality : Singapore  Gender : Female  Marital Status : Married  IC No. : S7905928E  Permanent Residence : Singapore |
| **Qualification** |
| Qualification : Master of Science (Finance)  Field of Study : Finance/Accountancy/Banking  Major : Finance & Accounting  Institute/University : University College Dublin, Singapore  Grade : Honours (Second class)  Graduation Year : 2013  Qualification : Degree in Accounting  Field of Study : Finance/Accountancy/Banking  Major : Finance & Accounting  Institute/University : Oxford Brookes (ACCA), Singapore  Grade : Second Class Honours  Graduation Year : 2011 (Second class)  Qualification : Certificate in 11i Oracle  Field of Study : Oracle Payables 3d LWC  Major : Information of Technology  Institute/University : Oracle University, Singapore  Grade : Pass/ Non-gradable  Graduation Year : 2011  Qualification : Certificate in Effective Business Writing  Field of Study : Administration and Business  Major : Business Writing skills  Institute/University : Performax Consulting, Singapore  Grade : Pass/ Non-gradable  Graduation Year : 2011  Qualification : ACCA Level 2  Field of Study : Finance/Accountancy/Banking  Major : Finance & Accounting  Institute/University : ACCA, Singapore  Grade : Pass/ Non-gradable  Graduation Year : 2010  Qualification : Graduate Diploma (CAT)  Field of Study : Finance/Accountancy/Banking  Major : Finance & Accounting  Institute/University : ACCA, Singapore  Grade : Pass/ Non-gradable  Graduation Year : 2005  Qualification : Certificate in General Insurance (CGI)  Field of Study : Basic Insurance Concept & Principle, Personal & Commercial General Insurance  Major : Insurance  Institute/University : Singapore College of Insurance, Singapore  Grade : Pass/ Non-gradable  Graduation Year : 2003  Qualification : Certificate in MS Office  Field of Study : Design & Information Technology Training  Major : MS Office skills  Institute/University : Informatics, Singapore  Grade : Pass/ Non-gradable  Graduation Year : 2002 |
| **Experience** |
| Company Name : **ServiceNow**  Position Title : Lead Accountant  Position Level : Senior  Function : Finance - Controllership  Industry : Enterprise IT Cloud, SaaS  Duration : 08/2014 – Present  Reason for leaving : Limited growth at company and not compatible with personal career goals  **Work Description:**   * Leading and ensure timely closure of general accounting function for the APJ region. * Responsibilities include, but are not limited to, gathering financial data, preparing journal entries, compiling various periodic and ad hoc reports, and performing reconciliations of Balance Sheet accounts, Cash balances and Audit Schedules. * Analyze current and past trends in key performance indicators including all areas of revenue, cost of sales, operating expenses and capital expenditures. * Consolidate financial information for the Singapore office and its subsidiaries, including Japan and Hong Kong, so as to provide for timely submission of management reporting and data analysis to respective business units. * Provide both the USGAPP and Local Statutory month end close reporting pack to the EMEA Accounting team with explanations of monthly/ quarterly fluctuations and changes in account balances. * Preparation of monthly funding forecast, ensuring inter-company debts and lendings are eliminated within agreed timeline. * Computation of the Transfer Pricings for local entities and perform cross-charge to HQ on a monthly basis. * Preparation & Filling of quarterly indirect tax (GST returns) to local Authority. * Liaise and follow through with external auditors, tax agents and corporate secretarial representatives on necessary statutory requirements. * Business partnering with the Sales team and operations in headcount planning, financial management and control as well as providing vital support on project cost evaluation and profitability analysis. * Liaise with Tax team, outsourced Local service provider (LSP), Tax consultants and Auditors on managing the monthly, quarterly, and annual tax deposits and filings; * Provide Concur training to the APAC region and serve as the SME for Concur in Travel & Expense. * Drive automation, participate in process and system improvement projects, test and identify areas for continual improvement and business process re-engineering.   Company Name : **EMC Corp**  Position Title : Senior Accountant  Position Level : Senior  Function : Finance - Controllership  Industry : Technology  Duration : 12/2012 – 12/2013  Reason for leaving : 1 year contract has ended  **Work Description:**   * Responsible for the monthly FX revaluation and month-end close process, ensuring that the accounting books are closed timely and accurately. * Reviews the accuracy of the Fixed Asset movements and reconciliations and Balance Sheet schedules prepared by the Shared Service teams based outside Singapore. * Preparation of monthly cash forecast, to enable the entity to optimize on its regional cash management strategy. * Maintain Payroll register and review month-end close entries for payroll, bonus, commision, withholding tax, vacation and other related benefits, including employee expenses and accruals. * Preparation of monthly Tax Schedules and Balance Sheet close pack which includes variance analysis between different periods – monthly, quarterly and yearly fluctuations. * Performs assigned duties and tasks associated to the OPEX analysis and cost savings. * Liaising and working closely with Auditors (Internal & External) to ensure that audit fieldwork is completed and finalized appropriately. * Auditing Inter-company transactions and balances as well as approve on the periodic cross-charge, confirmations and nettings. * Computation of the Transfer Pricings for local entities and perform cross-charge to Corporate office on a monthly basis. * Preparation & Filling of quarterly indirect tax (GST returns) to local Authority. * Drafting and completion of Annual Statutory returns, both audited Financial Statements and Internal Management reporting. * Completion of Corporate Income Tax returns, working with tax advisors/ agents to ensure timely completion. * Co-ordinating and running regular business reviews with Global finance and Corporate office covering financial performance for the business to ensure financial objectives are achieved from the accounting perspective. * Acting as in-country liaison between Corporate office, Business units, GBS and GA in all aspects of documentation, process improvement, system enhancement and information requirements. * Preparation of government statistical returns and responsible for compliance work for regulatory surveys inputs.   Company Name : **BlackRock**  Position Title : Associate  Position Level : Senior  Function : Finance Shared Service – AP and Project  Industry : Banking  Duration : 08/2010 – 09/2012  Reason for leaving : Seeking and pursuing other possibilities within FP&A and GL    **Work Description:**   * To handle the APAC (Shared Service) and leading a team of Analysts based in-country, Japan and India. * Manage the operating cashflow, reviewing of journal postings and inter-company settlements. * Engage internal and external clients and provide resolution/ recommendation to the issues encountered. * Organise and supervise accounting process to ensure timely and accurate AP transactions and reporting that meet business needs and local statutory requirements as well as operational KPI that is according to the agreed SLA. * Ensure purchase order management and payments are executed accurately and timely. * Accountable for the management approval workflow, proper processes and procedures are adhered to meet with audit standards and system UAT with respect to AP's requirements. * Work closely with Business Group on IT automation initiatives and financial reports customization. * Leading the Globalization, Legal entities Amalgamation and business short-term projects. * Assessment and approve on Senior Management Team's approval rights within their approval limits for the cost centers, commodity GL. * Re-engineering and providing efficient and effective Finance processes, recommend and implement changes within the Shared Service Center. * Responsible for the timely delivery of accurate monthly management reports with commentaries on the variance analysis. * Attend monthly management meetings with Japan, AMER and EMEA counterparts to provide status updates and follow through with solutions process. * Work with the Director and the VP of Internal Audit to develop the annual audit plan based on the objectives established by the audit committee of the board of directors, executive management and corporate audit. * Manage and implement change on manual to automated process. * Responsible for the Withholding Tax (TDS), VAT and GST periodic filing and reporting. * Provide both real time virtual and live training to Business groups on new application implementations. * Handles and supervise a team of 5 Analysts.   Company Name : **Apple Inc.**  Position Title : Accountant  Position Level : Senior  Function : Finance Shared Service - AP and Project  Industry : Information Technology  Duration : 06/2009 – 07/2010  Reason for leaving : 1 year contract has ended  **Work Description:**   * To handle Account Payable for various entities (Shared Service). * Review and monitor GR/IR account and follow up on aged items. * Verify and process management staff’s expense reports, ensuring completeness, accuracy and compliance with prevailing policies. * Analyze, evaluate and consolidate the information obtained from business group into management report. * Provide support to stakeholders on financial matters such debt compliance, accounting and financial due diligence in various projects undertaken. * Monthly pre-close review and explain for fluctuated variances. * Quarterly GST preparation and Balance Sheet review with Division Controllers. * Participate in on-going regional projects (SAP ECC6 testing, mapping and implementation). * Monthly reconciliation of balance sheet accounts ensuring reconciling items are investigated and cleared in a timely manner. * Provide timely response and resolutions to clients’ enquiries. * Participate in process improvement initiatives and maintenance of robust, reliable and consistent systems and processes that support APAC Finance Shared Service. * Proactively identify report modifications and/ or new reports to better support business management. * Prepare monthly accruals and reversal of prepayments, accounting schedules; and other ad-hoc duties assigned.   Company Name : **Marsh & Mclennan** **(Guy Carpenter & Company Pte Ltd)**  Position Title : Senior Accounts Executive  Position Level : Senior Executive  Function : Finance – General Accounting  Industry : Insurance/ Reinsurance  Duration : 05/2008 – 06/2009  Reason for leaving : Looking for a career advancement in a more specialized area  **Work Description:**   * Handle Accounts payable function and expense claim verification, coding as well as posting. * Maintaining the FA register and to perform timely month-end accounts closing in areas such as General Ledger journal processing and posting, inter-company billing, bad/ doubtful debts and tax provision. * Reconciliation and preparation of audit schedules and maintenance of master tables such as chart of accounts, accounting period and exchange rates. * Preparation of monthly reports such as Profit & Loss, cash flow, fiduciary interest computation and variance analysis with commentaries and accurate submission of management reports to HQ. * Quarterly reporting as such Balance Sheet, GST filing and interco analysis for management reporting to US head office. * Consolidation of financial reports for various divisions using Hyperion reporting pack. * Assist business units in the preparation of annual budgeting exercise, estimates and rolling forecast * Involvement in the integration testing and Oracle implementation. Analyze business processes, recommend and implement system/ modules improvements or enhancements to promote effective internal controls and sound management practices. * Attend to external audits, taxation and corporate secretarial matters. * Undertake any ad-hoc projects/duties assigned.   Company Name : **Sentosa Development Corporation**  Position Title : AR Finance Supervisor  Position Level : Senior Executive  Function : Finance – Accounts Receivable and Credit Control  Industry : Property / Real Estate  Duration : 09/2006 – 03/2008  Reasons for leaving : Take up new challenges and to gain exposures in MNC.  **Work Description:**   * Provide back-end billing support to Sales, Marketing, Property, Investment Strategy, Food & Beverage and Transportation departments. Ensure that accurate billing, SOA and reminders are sent promptly to residents and tenants. * Manage accounts receivable and credit control management. Monitor the aging report and provide doubtful debt provision in accordance to company policies * Monitor and reconcile the tenant and lessee control files and monthly SOP before upload to the system for management to review. Liaise with Property department to update existing and new tenancy agreement, rent note and banker’s guarantee. * Reconcile most of the accounts such as bank, trade debtors, tenants’ deposit and inter-company from sub-ledger and GL. Process month end closing revenue reports, debtors/creditors’ aging and preparation of the analysis financial statements and distribute to all the relevant management. * Monthly accrual and reversal of earned and unearned revenue. Re-classification of monthly adjustment and passing all necessary journals to GL. Preparation of Monthly Consolidated P&L and Balance Sheet all related audit schedules. E-filling of Company’s quarterly GST. Maintaining fixed asset register, allocating FA coding, movements and monthly depreciation. * Supervise the team work and to ensure compliance with statutory reporting requirements and financial accounting regulations. * Prepare consolidation of group accounts and analysis of group operation. Analyze business and financial performance for business units and the Group * Assist Financial Management in cash management / treasury functions, taxation matters, and preparing annual budgets and liaising with external auditors, etc. * Handles and supervise a team of 3 Accounts Executives.     Company Name : **SHSTC**  Position Title : Accounts Executive  Position Level : Senior Executive  Function : Finance – Accounts and Administration  Industry : Automobile / Retail  Duration : 04/2003 – 09/2006  Reasons for leaving : Company ceased operations  **Work Description:**   * Supervise, manage, train and assist office/sales staffs. Maintaining existing customer’s account, update latest promotions and prepare quotations. * Prepare for meetings and correspond with member and bankers representatives on upcoming meetings. * Prepare correspondences, document invoices. General administrative work. Liaise directly with banking officers regarding automotive loan applications, loan disbursements and floor stock. * Maintain in-office calendar and training calendar, keeping track of schedules/appointments. * Accounts payable like issuing and check payments to suppliers and customers, accounts receivable like issuing of break-down sales invoices, sending reminders, tax invoices and official receipts. Maintaining general ledgers and forecast budgeting. Monitor Company’s daily cash flow, petty cash and to ensure that company’s bank overdraft facility is enough to support working capital. Prepare monthly bank reconciliation and company’s Profit & Loss and Balance Sheet. * Preparation of audit schedules and financial reports. Prepare and submit GST, and statutory returns. * Handles and supervise a team of 2 Accounts Assistants.   Company Name : **Paragon Auto Centre Pte Ltd**  Position Title : Accounts Assistant  Position Level : Junior Executive  Function : Finance – Accounts and Administration  Industry : Automobile / Retail  Duration : 05/1999 – 03/2003  Reasons for leaving : Office relocated  **Work Description:**   * Received cash and check receipts, maintained ledger book and computer record of bank deposits. * Bank reconciliation, monthly payroll, weekly floor stock and petty cash. * Prepare and record concurring operating expenses in Accounts payable Sub Ledger. * Created and reconfigure client databases and general administrative work. * Processed monthly expenses reports and preparation of final copy from draft to distribution. * Corresponded with customers. * Company’s yearly Profit & Loss and handled general administrative duties, such as filing, faxing, copying and mailing. * Assist year-end statutory audit and preparation of statutory accounts. * Bank reconciliation, monthly payroll, weekly floor stock and petty cash. * General office administrative functions. * Assist in any ac-hoc duties assigned. |
| **Skills** |
| (**Proficiency**: **Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)   |  |  |  | | --- | --- | --- | | **Skill** | **Years** | **Proficiency** | | MS Office: Advance Excel, PowerPoint, Acess, Words | >10 | Advanced | | Discoverer | >3 | Advanced | | Microsof Great Plains | >2 | Advanced | | FRX | >2 | Advanced | | Vision | <1 | Advanced | | SUN Accounting System | <1 | Advanced | | SAP | >5 | Advanced | | Oracle (Super user) | >3 | Advanced | | Hyperion (HFM) | >2 | Advanced | | Project Management & Implementation | >3 | Advanced | | Markview 170 | >3 | Advanced | |
| **Languages** |
| (**Proficiency**: 0=**Poor -** 10=**Excellent**)   |  |  |  | | --- | --- | --- | | **Language** | **Spoken** | **Written** | | English | 9 | 9 | | Chinese | 9 | 9 | | Korean | 3 | 3 | |
| **Additional Info** |
| Navigating Korean Language : Level 3 |
| **Job Preferences** |
| Expected Monthly Salary : (Neg)  Willing to Travel : Yes  Willing to Relocate : No  Possess Own Transport : No |