**CHONG, LEE KEAN**

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**EDUCATION**

**Institute KTC** - Kuala Lumpur, Malaysia **December 2002**

CAT (Certified Accounting Technician)

**Kuen Cheng High’s School** - Kuala Lumpur, Malaysia **November 2000**

High School Unified Certificate Examination (UEC)

Sijil Pelajaran Malaysia (SPM)

**WORKING EXPERIENCE**

**CARRIER RENTAL SYSTEMS ASIA PTE LTD (Subsidiary of UNITED TECHNOLOGIES CORPORATION)** **Apr 2013-present**

**Senior Accounts Executive - Singapore**

• To oversees & coordinate all the accounting functions of Malaysia and Singapore entity with Shared Service Center.

• To review accounts reconciliations prepared by Shared Service Center.

• To review monthly actual and forecast cash flow prepared by Shared Service Center.

• To in-charge of withholding tax payment arise from the payment to overseas companies for Malaysia and Singapore entity.

• To maintain accurate fixed assets register and stock listing include the physical existence of all fixed assets and stock through quarterly and year-end counting.

• To prepare GST quarterly reporting on timely basis and ensure that reports are prepared in accordance with IRAS (Singapore) and IRB (Malaysia) guidelines.

• To prepare estimated corporate tax computations to ensure adequate tax provision are provided and liaised with tax agents on all corporate taxation matters for Malaysia and Singapore entity.

• To coordinate month-end journals with Shared Service Center and ensure that all the entries are recorded accurately.

• To prepare WHQ reports as and when required on timely basis.

• To assist in tracking the key orders, quotation in demand planning to meet the robust forecasting process.

• To assist in any ad-hoc assignments and complete before deadline set.

• To assist in the preparation of annual statutory audit files and coordinate with external/internal auditors pertaining to any query raise.

• To review all month-end and year end duties within deadlines and ensure Shared Service Center upload HFM data information within agreed time frame in supporting the month end closing and monthly forecasting process.

• To ensure that all documents and vouchers are filed accordingly.

• To conduct Sarbanes Oxley assessments and report finding.

• Assist with the improvement and development of SAP system into the growing needs of business.

• Other ad-hoc reports, duties and projects assigned.

**BAY AUDIOLOGY (S) PTE LTD** **Apr 2011-Feb 2013**

**Accountant - Singapore**

• Handling full spectrum of accounting for Malaysia subsidiary.

• Handling and validation of staff travelling claims and petty cash reimbursement.

• Preparing monthly journal entries.

• Preparing inter-company reconciliation.

• Performing daily close for receipts, sales, purchases and inventory reports.

• Performing monthly accounts closing and monthly bank reconciliation.

• Preparing of Audit Schedule and facilitating liaisons with external auditors.

• Preparing weekly cash flow forecast report.

• Maintain and reconcile on fixed assets register.

• Manage store inventory and assist in entering order into system.

• Performing fullest supports and liaison to colleagues in Malaysia.

• Assisting on data entries or documents checking for other subsidiaries.

• Performing and maintaining proper filling system.

• Other ad-hoc reports, duties and projects assigned.

**COLD WEAR PTE LTD** **Feb 2008-Jan 2011**

**Accounts Executive - Singapore**

• Clearing of back log accounts for the year 2006 till to-date.

• Handling full set accounts and inter-company accounts.

• AP - Checking and processing payments (Cheque, TT, invoice financing), liaising with suppliers

• Preparing financial statements, management reports and etc.

• Preparing of monthly sales reports for all outlets.

• Preparing payments to local and overseas suppliers.

• Preparing and ensure timely submission of quarterly tax returns (GST submission).

• Handling and checking of staff claims and reimbursement.

• Preparing and updating of fixed assets schedules and disposal of fixed assets listing.

• Preparing of Audit Schedule and facilitating closed liaisons with external auditors.

• Maintain filing system in a proper manner.

• Other ad-hoc reports, duties and projects assigned.

**HARENET COMMUNICATIONS SDN BHD** **Jun 2005-May 2007**

**Accounts and Admin Executive - Malaysia**

• Handling full set accounts and inter-company accounts.

• Perform monthly accounts closing, staff payroll, bank reconciliation, customers and suppliers ageing reports.

• Daily update and bank in of receipts from customers.

• Close liaison with auditors, tax agents, bankers, company secretary and regulatory government bodies.

• Coordinate and organize weekly meeting and draft minutes of meeting.

• Perform basic clerical duties including typing, general correspondence, filling and other general office duties.

• Attend to all inquiries from external customer.

• Update database for all the customer and suppliers.

• Responsible for office administrative works such as writing business letter or reports.

• Manage and sort daily courier service delivery and mail distribution.

• Maintain filing system in a proper manner.

• Other ad-hoc reports, duties and projects assigned.

**VAN DER KAMP (M) SDN BHD** **Dec 2000-Mar 2005**

**Accounts and Admin Executive - Malaysia**

• Handling full set accounts and inter-company accounts.

• Perform monthly accounts closing, staff payroll, bank reconciliation, customers and suppliers ageing reports.

• Daily update and bank in of receipts from customers.

• Close liaison with auditors, tax agents, bankers, company secretary and regulatory government bodies.

• Responsible for office administrative works such as writing business letter, drafting minutes of meeting, internal memo, office up-keeping and other correspondence duties.

• Liaised with overseas’ customers on goods ordering matters.

• Assist on operation section to arrange and confirm for overseas shipments.

• Assist on daily courier service delivery and mail distribution.

• Attend to all inquiries from external customers and suppliers.

• Control and purchase of office supplies.

• Maintain filing system in a proper manner.

• Other ad-hoc reports, duties and projects assigned.

**ADDITIONAL**

* Language fluency: Mandarin ; English ; Malay ; Cantonese ; Hakka
* Computer skills: Ms. Office / UBS / POS / AccPac / MYOB / SAP / Hyperion