POON FOONG CHAN GETTY

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**PROFESSIONAL PROFILE**

* Experience in the full spectrum of finance and accounting functions, tax preparations, payroll and human resources matters, automated accounting systems, audit management and staff training
* Develop, evaluate and implement accounting and operation procedures in order to enhance overall work flow
* Maintain strong control and ensure all transactional activities are in compliance with corporate, statutory and fiduciary responsibilities
* Possess strong analytical and problem solving skills with the ability to advise and support key stakeholders in all key commercial decisions
* Advocate best practices and support continuous improvement activities
* Provide strategic and high-level accounting services to client
* Provide leadership and technical expertise to accounting personnel relative to the full spectrum of finance and accounting functions

**AREAS OF EXPERTISE**

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| * Full sets of accounts | * Financial & Management reporting | * Consolidation |
| * Inventory control | * GST returns and compliance | * Variance analysis |
| * Budget and Forecast | * Business analysis | * Internal control policies |
| * System set-up and reviews | * Operations management | * Company secretarial matters |
| * Payroll / CPF matters * Microsoft Words / Excel & PowerPoint | * Human resource management * AccPac / Quickbook / MYOB / SAP | * Taxation * Times Software / Creative Software |

**PROFESSIONAL EXPERIENCE**

**Associate Director – Head of Client Accounting & Tax,** TMF Singapore H Pte Ltd – Feb 2015 to Sep 2015

* Lead, manage and develop a team of accounting professionals to ensure accurate and timely completion of a range of financing, accounting and tax related tasks
* Monitors financial performance and provides financial expertise in the development of corrective actions for target achievement
* Review, evaluate, implement and improve accounting system, work process, procedures and control
* Ensure compliance to statutory and audit requirements
* Maintain and develop ongoing client relationships and cover all aspect of portfolio management
* Work with key operation leaders to identify potential business opportunities and increase revenue
* Appoint appropriate consultant to clients and provide co-ordination services between the consultant and client

**Senior Finance Manager,** *Vistra Corporate Services (SEA) Pte Ltd –* Jan 2013 to Feb 2015

Internal Finance

* Direct, lead and coordinate the budgeting for compiling, monitoring and analyzing consolidated annual plan and for monitoring performance again plan
* Construct and maintain financial and business analytics as well as KPI tracking
* Ensure accounting and financial policies are procedures are up to date
* Review accounting and operating procedures with appropriate internal controls and measure
* Responsible for the timely preparation and accurate reporting and analysis of financial results and management reporting

Client Accounting Services and Trust Accounting Services

* Maintain and develop ongoing client relationships and cover all aspect of portfolio management
* Manage and develop a team that performs a wide range of financial, accounting and tax related tasks
* Maintain strong financial control and ensure compliance with corporate, statutory and fiduciary responsibilities
* Ensure that appropriate financial regulations and controls are in place and in use at all times
* Liaise with client and third party service providers, including auditors, tax agents, bankers and legal counsels

**PROFESSIONAL EXPERIENCE (CON’T)**

**Senior Accounts Manager,** *Luther Corporate Services Pte Ltd –* Apr 2011 to Dec 2012

* Maintain and develop ongoing client relationships and cover all aspect of portfolio management
* Manage and lead a team that performs full spectrum of finance and accounting functions
* Ensure all transactional activities are carried out in accounting with accounting principles
* Prepare, analyze and present financial / management reports
* File GST return and compliance
* Liaise with client and third party service providers, including auditors, tax agents and legal counsels

**Assistant Accounts Manager,** *Intertrust Singapore Corporate Services Pte Ltd –* Nov 2007 to Jan 2011

* Maintain and develop ongoing client relationships and cover all aspect of portfolio management
* Handle financial, accounting, tax related and payroll matters for a portfolio of clients
* Manage and lead a team that performs full spectrum of finance and accounting functions
* Prepare, analyze and present financial / management reports
* Ensure GST compliance
* Communicate with client and third party service providers, including auditors, tax agents and legal counsels

**Accounting Manager,** *Centre 2000 Pte Ltd* – Jan 2001 to Oct 2007

* Perform full spectrum of accounting, financial and taxation functions for a portfolio of clients
* Formulate, review and implement financial policies and program
* File GST return and tax compliance
* Coordinate monthly payroll functions & oversee human resources functions
* Liaise with clients and third party providers, including auditors, tax agents and legal counsels
* Ad hoc projects – setting up accounting procedures, enforcing accounting and financial policies, assessing internal controls and business analysis

**Admin & Accounts Executive**, *S. Uchida Electronics (S) Pte Ltd* – Jan to Dec 2000

* Prepare full sets of accounts, handle payroll and other office administration matters
* Liaise with external auditors, tax agents, customers and suppliers

**EDUCATION**

* Certified Accountant, The Association of Chartered Certified Accountants (ACCA)

– Jan 1998 to Aug 2002

* Diploma in Banking & Financial Services, *Singapore Polytechnic*

– Jul 1994 to Jun 1997