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| **STEVEN CHIA LEEK HOOI**  *Accounting Professional* | |  |
| **ADDRESS** | 32 Flora Drive #03-04 Palm Isles Singapore 506892 | |
| **PHONE** | **+65-93830368** | |
| **EMAIL** | **stevenclh@yahoo.com** | |
| **NATIONALITY** | Malaysian (Singapore PR) | |
| **EXPECTED SALARY** | Market rate | |
| **AVAILABILITY** | Immediate | |

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| **Summary of Qualification** |
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| * Certified Public Accountant of Australia (CPA Australia) |
| * Extensive years of financial audit experience |
| * Experience in commercial finance and accounting |
| * Experience in private equity fund administration and accounting |
| * Relevant skills: (1) Group consolidation (2) Financial analysis with business acumen (3) Forecast and Budget (4) Costing (5) Internal control (6) Taxation |
| * Experience as reporting accountant in corporate exercises of initial public offering (IPO) and private debts financing |
| * Experience in audit engagement of public listed companies |
| * Accomplished 2 bachelor degrees |

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| **Working Experience** | |
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| **June 2016 – Sep 2016** | **Finance Manager** |
| **BCS Information Systems Pte Ltd** |
| Responsibilities:   * Prepared monthly and quarterly reporting to holding company * Prepared cash flow forecast * Monitored and ensured monthly reporting deadlines are met by the team * Computed and posted monthly internal costs/revenue to be shared by respective department into accounting system for Singapore operation * Posted payroll and staff allowances into accounting system for Singapore operation * Prepared part of the monthly management report for Singapore operation * Prepared GST submission for Malaysia * Reviewed GST submission for Singapore * Prepared Malaysia branch’s management accounts and reports * Company tax computation and estimation * Prepared reports for submission to risk and compliance department * Ensured prompt billings to customers and payment to suppliers * Handled request and enquiry of internal auditors * In charge of the projects for implementation of better control environment * As a recreation club committee to organise recreation events for the company | |
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| **July 2015 – June 2016** | **Fund Accounting Senior Supervisor - Manager** |
| **SS&C Technologies (S) Pte Ltd (With effect from 12 March 2016 as result of acquisition from Citibank)**  **Citibank, N.A., Singapore Branch (July 2015 to 11 March 2016)** |
| Responsibilities: Financial Reporting and Management Accounting   * Reviewed/Prepared monthly management accounts of Private Equity Funds and its related entities * Prepared consolidated accounts * Reviewed/Prepared annual financial statements of Private Equity Funds and its related entities * Ensure maintenance and update of trade files * Monitored and provided guidance for sub-ordinates * Liaised with auditors for the completion of annual audit * Provided financial information for tax agent to complete US K-1 tax assessment * Reviewed/Prepared the routine and ad hoc deliverables to client and investors * Responsible for ensuring the smooth running of relationship with designated clients * Understand details of designated private equity funds including their legal documentation (ie LPA, side letters, etc)   Key Achievements   * Exposure to one of the biggest private equity funds in Singapore * Successful migration of accounting system   Reason for leaving: To seek for better career growth | |
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| **Aug 2012 -**  **Nov 2014** | **Accountant at Augentius (Singapore) Pte. Ltd.** |
| **A UK based Fund Administration Company** |
| Responsibilities: Financial Reporting and Management Accounting   * Reviewed/Prepared monthly management accounts and reports of Private Equity Funds and its related entities * Reviewed/Prepared annual financial statements of Private Equity Funds and its related entities * Monitored and provided guidance for sub-ordinates * Liaised with auditors for the completion of annual audit * Provided financial information for tax agent to complete US K-1 tax assessment * Responsible for ensuring the smooth running of relationship with designated clients * Liaised with UK counterparts and various stakeholders * Be an ‘expert’ on designated clients (ie Fund Managers) including understanding details of their legal documentation (ie LPA, side letters, etc), operating procedures and any technical nuances. * Delivered timely, quality service to meet all requests for designated clients**.**   Key Achievements   * Being awarded as Augentius Stars for employee’s outstanding performance and commitment in Singapore office. * As a result of my meticulous and responsive service, our company had obtained another revenue contract which was referred by my client. * As a pioneer staff who had contributed to the growth of the company.   Reason for leaving: To seek for better exposure and career growth. | |
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| **Jan 2010 -**  **Mar 2012** | **Audit Supervisor at Lo Hock Ling & Co., Singapore** |
| Responsibilities: Financial and internal audit   * Same role as Audit Supervisor in Grant Thornton apart from the below: - * Internal audit engagement * Involvement in the implementation and revision of audit procedures to comply with Singapore Standards on Auditing   Client entities’ industry exposure   * SG Enabled Ltd – Government-established agency * World Vision International – International charity organisation * Smith & Nephew Pte Ltd – A MNC of trading medical equipment   Key Achievements   * Provided recommendations for the improvement of audit procedures in order to comply with ACRA’s recommendation | |
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| **May 2009 – Nov 2009** | **Accountant at Hong Hup Fishery, KL of Malaysia**  **(Temporary position)** |
| Responsibilities: Daily operational accounting and implementation of new accounting system   * Implemented new accounting system, process and procedures * Performed daily financial transactions * Prepared full set accounts * Tax computation and submission * Trained new accountant   Key Achievements   * Successfully implemented new accounting system for the company   Reason for leaving: This is a temporary position in Malaysia before I worked in Singapore. | |
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| **Apr 2003 – Apr 2009**  **(KL,Malaysia)** | * **Audit Supervisor at Grant Thorton (Jul 2007 – Apr 2009)** * **Senior Auditor at Moore Stephens Chartered Accountant (Mar 2005 – Jun 2007)** * **Auditor at KK Chow & Partners Chartered Accountant (Apr 2003 – Feb 2005)** |
| Responsibilities: Financial Audit and Corporate Exercises   * Supervised and managed staff to meet deadlines of the audit engagement * Reviewed audit engagement to ensure the compliance with accounting standards and audit procedures * Reviewed/prepared consolidated financial statements * As the task manager to assign audit engagement to all staff * Provided training to the audit group * Provided guidance and mentoring to sub-ordinates * Being the person in charge and lead the team of staff to complete audit assignments * Team play in corporate exercises involving initial public offering (IPO) and private debt financing   Client entities’ industry exposure   * Insas Berhad (Public listed co.) – Property development, financial and trading industries * Burger King – Fast food chain * Global Carrier Berhad (Public listed co. ) – Shipping industry * Ramunia Holdings Berhad (Public listed co. ) –Oil & Gas industry * Karambunai Corp Berhad (Public listed co.) – Hotel resort & golf * Hartalega Holdings Berhad (Public listed co.) – Hand glove manufacturer * CNI Berhad (Public listed co.) – Multi-level marketing and trading * Petaling Tin Berhad (Public listed co.) – Property developer   Key Achievements   * Being appointed as the task manager to prepare and update audit time schedule for all clients and assigned client engagement to appropriate staff based on on-going staff resources * As IPO reporting accountant who had contributed to the success of main board public listing for Hartalega Holdings Berhad. | |
| **Sept 2000 – Mar 2003**  (Note 1) | **Account Executive at Paxelent Corporation Berhad, KL of Malaysia** |
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| Responsibilities: Management accounting in public listed company   * In charge of full set subsidiaries’ accounts * Monitored cash flow budget, receipt and payment * Compiled financial information and analysis for the board of directors’ meetings * Monitored account receivables and payables * Monitored and recorded cash flow transactions * Monitored fixed assets of group companies   Note 1 – I initially joined the Company as Account Assistant. I had spent the period from Jul 2001 to Jun 2002 to complete my second degree on a full time basis. Upon completion of second degree, I joined back the same company in a higher position of Account Executive. | |

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| **Education** | |
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| **Jun 2003 – Jan 2007** | **Professional Qualification**  Certified Public Accountant (CPA) Australia |
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| **Jul 2001 – Jun 2002** | **Bachelor of Business Degree in Accountancy**  Royal Melbourne Institute of Technology (RMIT University), Australia |
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| **Jan 1997 - Jun 2000** | **Bachelor of Business Degree with double major in Economics and Finance**  Royal Melbourne Institute of Technology (RMIT University), Australia |
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| **Jan 1996 - Dec 1996** | **Pre-University Qualification - South Australian Certificate of Education**  Taylor's College, KL of Malaysia |
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| **Jan 1990 - Dec 1995** | **High School Qualification - Certificate of Unified Examination For Independent Chinese Secondary Schools in Malaysia**  Chong Hwa Independent High School Kuala Lumpur, Malaysia |
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| **Computer Literacy** | |
| Microsoft Word, Microsoft Excel, Microsoft Power Point, Sun System Accounting system, Investran | |
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| **Courses and Training Accomplished** | |
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| 2013 | In house training for Private Equity Funds, Financial Reporting, Investran system, Crystal Report and RS package |
| 2012 | AsiaWorks Basic Training and Advance Course |
| 2011 | Effective Supervisory Management Skills |
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| **Core Competencies** | |
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| * Committed and responsible | |
| * Impressive organisational and time management skills with keenness to detail | |
| * Remarkable ability to comprehend, interpret and analyse financial data | |
| * Ability to manage a team toward achieving the assignment deadline | |
| * Ability to work as a part of a team as well as independently with equal efficiency | |

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| **Extra - Curricular Activities and Awards** | |
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| 2015 | Participated in martial art performance in collaboration with Singapore Chinese Orchestra (SCO) for celebration of Golden Jubilee SG50 |
| 2014 | Being awarded as Augentius Stars for employee’s outstanding performance and commitment in the Singapore office |
| 2014 | Participated in martial art performance for Kong Chow Wui Koon’s 174 anniversary |
| 2010 | Successfully climbed to the peak of Mount Kinabalu (Sabah) |
| 2009 | Achieved bronze medal in national (Malaysia) karate competition |
| 1992 - 1998 | Volunteer model, martial art performance, basketball match, sport competition, water colour competition, chorus contest |

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| **Hobbies and Interests** |
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| Martial arts, swimming, badminton, movies and reading |

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| **Languages (Fluent)** |
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| English, Mandarin, Cantonese and Malay |
| **References available upon request** |