**PERSONAL DETAILS**

Name: Tay Hui Chen

Gender: Female

Age: 34

Date of Birth: 25-11-1982

Citizenship: Malaysian

(Singapore PR)

Marital status: Single

Availability: 21st September 2017



**CONTACT DETAILS**

Address: Blk 3A Holland Close #13-59 Singapore 272003

Contact Number: 9239 1102 (mobile)

Email address: [thuichen@yahoo.com](mailto:thuichen@yahoo.com), [thuichen@hotmail.com](mailto:thuichen@hotmail.com)

**CAREER OBJECTIVES**

To work for a dynamic company which offers professional development and growth potential and to further build upon my work and academic experience to benefit the employer and advance my career.

**WORK EXPERIENCE**

***CapitaLand China Holdings Pte. Ltd. (January 2016 to June 2017)^***

***CapitaLand Township Pte. Ltd. (July 2010 to December 2015) \****

*^ transfer of employment due to restructuring*

*\* formerly known as Surbana Township Pte. Ltd. Surbana Land Pte Ltd was acquired by CapitaLand in 2011 and merged with CapitaLand China*

Manager April 2014 to June 2017

Senior Accountant July 2012 to March 2014

Accountant July 2010 to June 2012

* Promoted to Senior Accountant in July 2012 and Manager in April 2014
* Responsible for corporate finance tasks including all management, financial, statutory and investors reports
* Involved in CapitaLand China group consolidation, variance analysis, produced reports and ad hoc analysis for senior management, group and investors
* Involved in preparation of slides and supporting materials for management and board meetings
* Managed SPVs accounts, including monthly and yearly closing, cash forecast, investors reports, forecasting and budgeting, preparation of slides for investors’ meetings, monitoring of fund flows from project companies and upstream of funds to investors
* Reviewed and performed detailed analysis of China real estate residential projects’ management and financial reports
* Provided support and guidance to China finance staff on accounting and reporting matters
* Liaised with auditors and tax consultants on year-end audit and taxation matters
* Reviewed journal entries, bank reconciliation statement and audit schedules
* Involved in SAP and IBM Cognos Controller data migration
* *Reason for leaving*: To look for new challenges

***KPMG LLP, Singapore***

Senior Associate year 2 July 2009 to October 2009

Senior Associate year 1 July 2008 to June 2009

Audit Associate year 2 July 2007 to June 2008

Audit Associate year 1 January 2007 to June 2007

* Appraised as EP2 (Exceptional Performance Rating) in Senior associate year 2 promotion
* Performed statutory audit, financial statement audit, interim and quarterly reviews
* Performed financial analysis on financial position and performance of audit clients, test of controls and drafting of financial statements
* Responsible for overseeing the audit of companies
* Responsible for providing guidance to junior audit associates in their audit work, highlighting issues found to seniors and managers, and advising clients on accounting issues
* Involved in the yearly audits and reporting of the below companies such as:
* New Toyo International Holding Limited and its subsidiaries
* The Ascott Group Limited and its subsidiaries
* General Electric group of companies
* Nortel Networks Singapore Pte Ltd
* CrimsonLogic Pte Ltd and its subsidiaries
* The American School Trust Limited
* Centillion Environment & Recycling (Singapore) Private Limited
* Momentive Performance Materials group of companies
* Nanyang Technological University
* *Reason for leaving*: An interest in career advancement in commerce

***MGS Transport Sdn Bhd (Malaysia)***

Marketing Executive June 2006 to December 2006

* Mainly responsible for liaising and networking with customers and target customers, managing customer relationship, attending to customers’ queries and providing appropriate solutions
* *Reason for leaving*: To work in Singapore for better salary and career prospects

***SC Lim, Ng & Co. (Malaysia)***

Audit Assistant April 2004 to March 2006

* Performed statutory audit and financial statement audit
* Performed financial analysis on financial position and performance of audit clients, test of controls and drafting of financial statements
* Performed stock-take to ensure compliance to audit assertions
* Mostly involved in the audit of manufacturing and trading corporations
* *Reason for leaving*: To look for better career prospects

**EDUCATION HISTORY**

***Tertiary education***

Institution University of Technology, Sydney

Location Australia

Course Degree of Bachelor of Business

Major Accounting and Finance

Graduation year 2004

***Secondary education***

Institution Chung Hwa High School

Location Muar, Johor, Malaysia

Highest qualification Unified Examination Certificate

Graduation year 2000

**TECHNICAL SKILLS**

Microsoft Office

SAP FI

IBM Cognos Controller

BPC (Business Planning & Consolidation)

**LANGUAGE PROFICIENCY**

English and Mandarin Speak fluently, read and write with high proficiency

Bahasa Melayu Speak, read and write with basic competency

Hokkien and Cantonese Basic proficiency

**PROFESSIONAL QUALIFICATION**

CPA Australia