**CURRICULUM VITAE**

PERSONAL

Name in full : Lynn Chang Shui Lin 蒋瑞琳

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## Contact Numbers : 9798 8179 (Mobile phone)

## Date of Birth : 8 July 1979

## Nationality : Singapore Citizen

Marital Status : Married

Languages : English and Chinese

# PROFESSIONAL EXPERIENCE

1. **Evia Real Estate Management Pte Ltd (“EREM”)**

*Financial Controller (March 2014 till March 2017)*

Responsible for the overall management and oversight of 6 private property funds (1 Korea real estate fund, 4 Singapore residential development funds and 1 Singapore distressed residential assets fund), the fund management companies, ultimate holding company and various other investments in the Group. Work duties include the following:-

Private Property Funds and fund management companies:

* Quarterly investor reporting, updates, capital statements, investor queries and relations
* Fund financial reporting and statutory and regulatory filings (overseas and local)
* Cashflow forecasts in accordance with the requirements of the projects and funds
* Cashflow management, including set up of bank accounts, delegation of authorities, oversee and supervise all general payments.
* Annual budget process and regular budget updates
* Annual audit and tax matters for the funds and related investment/asset holding companies
* Real estate transactions (acquisitions and dispositions) support and liaison with external and internal teams throughout the process
* External financing for projects and liaison with JV partners, external and internal teams throughout the process
* Review of bank loan documents, JVAs, EOIs, Sales and Purchase Agreements
* Board, Investment Commitee and Advisory Committee updates
* Review of overseas and local subsidiaries reporting packages prepared by external service providers / JV partners
* Guidance and support on policies and processes, locally and overseas to ensure consistency

Ultimate holding company and other investments in the Group:-

* Full finance and admin function, including statutory reporting, monthly management reporting, tax, audit, budget, payments, invoicing.
* HR function including payroll, bonus, claims processing and doing up staff manual.
* Implementation of payroll / leave system and migration of accounting system from Quickbooks to Autocount
* Setting of finance and admin policies with regards to asset capitalization, expense claims etc
* Annual consolidation for the entire group
* Shareholder reporting and liaison with JV partners
* Set up and running of internal compliance function
* Oversight of 2 full time finance staff and 1 part time finance intern.

**Note: Sept 2011 to Feb 2014: Career break for family reasons***.*

1. **Lasalle Investment Management (“LIM”)**

*Finance Manager, Asia Property Fund (July 2009 till August 2011)*

*Senior Accountant, Asia Property Fund (March 2007 till June 2009)*

Asia Property Fund is a multi sector, multi jurisdiction, real estate open ended core fund under LIM’s management. Work duties included the following:-

Projects:-

* Involved in real estate transactions (acquisitions, dispositions, restructuring, financing, refinancing).
  + Worked closely with various internal (acquisition and asset management) and external (legal and tax counsel, joint venture partners) teams throughout transaction process.
  + Collaborate with banks and legal counsel in the process of bank financing / refinancing.
  + Preparation of materials for management and board.
* Involved in various internal initiatives, policies and procedures, and compliance.

Reporting:-

* Monthly management reporting, statutory reporting and tax filings in various jurisdictions (Australia, Hong Kong, Singapore, Mauritius, Netherlands, BVI).
  + Review of monthly reporting packages prepared by external outsourced local property accountants for multiple entities within monthly reporting timelines.
  + Ensure accounts comply with IFRS as well as the respective local GAAP/statutory requirements in the countries.
  + Work with joint venture partners on joint reporting/tax requirements or queries.
  + Work with external group and local auditors to define or clarify accounting policies and treatment.
  + Collaborate with external group and local auditors to ensure completion of statutory audits and filing of financial statements within stipulated deadlines.
  + Collaborate with corporate tax teams and external tax advisors to ensure timely completion and filing of annual and GST tax returns in the various jurisdictions.
  + Ensure all other local statutory/government compliance reporting are met in the various jurisdictions.

Operations:-

* Annual budgeting process and quarterly flux commentaries/narratives of key variances.
* Cash flow and liquidity management, including upstream of cash flows/dividends back to holding company.
* Set up of new entities and bank accounts to support new businesses, and engagement of local service providers.
* Monitoring of loan covenants and liaising with banks on bank reporting requirements and queries.
* Preparation of materials for investor/board meetings and queries.
* Coordination of US and UK tax reporting.
* Oversee and review of 2 staff.
* Deputize fund controller.

Awarded the **‘Lasalle Investment Management Annual Achievement Award 2007’.** This is a global award presented to employees who consistently model the company’s values and culture and achieve outstanding accomplishments in a single year.

1. **PricewaterhouseCoopers**

*Manager, Transactions Services Division (July 2006 till December 2006)*

*Assistant Manager, Transactions Services Division (June 2005 till June 2006)*

Transaction advisory engagements where responsibilities include the following:-

* Supporting clients in their local and cross border Mergers & Acquisitions activities by performing transaction financial due diligence on target companies.
* Project managing and fronting clients and other deal advisors.
* Performing detailed analysis of complex financial sections, fieldwork and issues finding on target companies.
* Report writing and preparing key deal issues summaries.
* Clients were from various industries including:-
  + Deutsche Bank AG - Target company: India Telco
  + SEDCO – Target company: Listed Singapore project management company

1. **Ernst & Young/Andersen**

*Senior, Audit Division (July 2003 – December 2004)*

*Audit assistant, Audit Division (August 2001 – June 2003)*

Audit engagements on private and listed companies where responsibilities included the following:-

* Monitoring status of engagement, including managing junior staff and providing status updates to the engagement manager.
* Planning engagements to ensure that the fieldwork is completed smoothly, which includes coaching and training staff on field.
* Performing the more complex sections of the audit, especially where audit risk has been identified as high.
* Financial analysis of historical trends and financial ratios.
* Preparation of audited statutory financial statements for both private and listed companies in various industries:-
  + Manufacturing (processed food and beverage) - Del Monte Pacific Limited (listed)
  + Manufacturing (electronics) - CEI Contract Manufacturing (listed)

- Ultro Technologies Limited (listed)

* + Manufacturing (aerospace) - Singapore Aerospace Manufacturing
  + Distribution (electronics) - Future Electronics Inc
  + Distribution (IT) - Esys Technologies Pte Ltd

# PROFESSIONAL CERTIFICATIONS

**Chartered Accountant of Singapore**

# EDUCATION

**Nanyang Technological University (Singapore)**

*Nanyang Business School*

*July 1998 – June 2001*

* Bachelor of Accountancy (Merit), Minor in Banking & Finance

**Anglo-Chinese Junior College**

###### January 1996 – December 1997

* GCE ‘A’ Level Examination
* Obtained 2 distinctions out of 4 ‘A’ Level passes and 2 ‘AO’ Level passes

##### Raffles Girls’ Secondary School

### *January 1992 – December 1995*

* GCE ‘O' Level Examination
* Obtained 4 distinctions out of 8 ‘O’ Level passes

# EXTRA-CURRICULAR ACTIVITIES

Nanyang Technological University (Singapore)

*Windsurfing Club (1999-2001)*

* Recruitment officer and main committee member

*Roteract Club (1998)*

* Youth Development subcommittee vice-president

## **Anglo-Chinese Junior College**

*Hockey (1996 – 1997)*

* Member
* Represented College in Schools' National 11-a-side Hockey Tournament-Champion
* College Merit Award

*Significant activities*

* Participated in the 1st Singapore IT and Entrepreneurship Seminar organised by the NTU Roteract Club

##### Raffles Girls' Secondary School

*Girl Guides (1992 – 1995)*

* Patrol Leader and member

# COMPUTER SKILLS

## Proficient in Microsoft Office

# PERSONAL ATTRIBUTES

* Ability to adapt to new environment and cope with stress
* Team player and at the same time able to work independently
* Good interpersonal and communication skills
* Good time and people management skills
* Self-motivated and reliable team member

INTERESTS AND HOBBIES

Traveling, Swimming, Reading and Listening to Music

REFEREES

Available upon request

NOTICE PERIOD

1 month