**Lee Siao Wah**

Personal Particulars

Date of Birth : 23 July 1989

Nationality : Malaysian, Permanent Resident in Singapore

Gender : Female

Mobile No. : +65 9616 1279

Email : [siaowah\_89@yahoo.com](mailto:siaowah_89@yahoo.com)

Membership

* Member of Association of Charted Certified Accountant (ACCA)
* Member of Malaysian Institute of Accountants (MIA)

Employment History

**1) Assistant Manager, KPMG LLP, Singapore (Nov 2014 – Present)**

* Involved in external audit engagements for listed and non-listed clients across a variety of industries, including investment properties, funds management, agriculture and investment holding;
* Performed compliance work MAS regulated financial institutions;
* Familiar with IFRS and reviewing of full sets of statutory audited accounts and simple consolidation work which require great attention to details and meticulous checking;
* Comfortable with analysis of internal controls, risk assessments and financial figures;
* Demonstrated ability to lead small teams of up to 10; and
* Honed time management skills and ability to work under pressure and tight deadlines.

**2) Operation Analyst, Deutsche Bank (Malaysia) Berhad (Aug 2013 – Nov 2014)**

Responsible for operational area of fund accounting which includes:-

* Performing accurate and timely NAV, “buddy reviews” for other fund accountants prior to the final release to clients;
* Production of full reporting suite extended to clients in an accurate and timely manner;
* Reviewing accuracy and completeness of transactions on daily basis,
* Minimise errors by ensuring established standards, policies and procedures are adhered to at all time;
* Reconciling cash and securities variances between Fund Accounting system and independent records, monitoring corporate action, analyse and substantiate variances in NAV; and
* Preparing and reviewing financial statements.

**3) Senior Associate, BDO Malaysia (Jan 2011 – Aug 2013)**

* Assist/Handle various aspects of financial audit and experience as a senior-in-charge in audit assignment;
* Involved in special assignments, which comprise preparation of Accountants Report, review of prospective financial information and proforma financial information for submission to the relevant authorities for IPO;
* Perform day-to-day audit works, including the audit planning, control testing, substantive works, supervision of junior staff, reporting and completion with assistance of Audit Process Tool (“APT”);
* Schedule, delegate, and review the work of one or more staff members, support on-the-job training, and evaluate their performance;
* Keep the Account Manager/Partner apprised of the progress of the engagement, consult with them on problem areas, review with them any significant audit findings; and

Educational Background

**Sunway University College, Malaysia**

1. Association of Charted Certified Accountant (ACCA) (Completed in June 2013)
2. Certified Accounting Technicians (CAT) of Association of Chartered Certified Accountants (ACCA) (Completed in December 2007)

**SMK USJ 12, Malaysia**

Sijil Pelajaran Malaysia (SPM), or the Malaysian Certificate of Education

Grade: 9A’s (out of total 12 subjects)

Graduation Year: December 2006

Languages

|  |  |  |
| --- | --- | --- |
| **Language** | **Spoken** | **Written** |
| English | Excellent | Excellent |
| Bahasa Malaysia | Excellent | Excellent |
| Chinese | Excellent | Excellent |

Additional Info

PROFILE:

A highly motivated and result driven person, able to work independently and under pressure.

STRENGTHS:

- Conscientious, sense of responsibility, good team player;

- Fast learner, appetite to discover new knowledge and adaptive;

- Possess lots of initiative and self-motivation with a highly objective and result driven mindset.

- Highly Motivated, Pleasant Personality, Cheerful and Hardworking