**Profession Summary**

My name is Lim Bee Boon, 37 years old, single, and Malaysian Citizen. I have more than 4 years professional experience in External Audit which gained from mid-tier audit firm to Big 4 Company.

I was graduated from Royal Melbourne Institute of Technology University (RMIT) of Australia with a degree in Bachelor of Business (Accountancy), and I had advanced myself to the status of Certified Practising Accountant of CPA Australia on 30th August 2007 and Chartered Accountant of Singapore on 29 November 2016.

I started my career in HLB Ler Lum, Malaysia, a local based audit firm as an Audit Junior and was promoted to Audit & Assurance Supervising Senior on 1 November 2005. During my employment with the company, my responsibilities included audit planning, job allocation, supervision and training of subordinates, review of working papers in respect of statutory audit under the Malaysia Companies Act, 1965, liaising with clients, tax agent and company secretaries. Prior to being promoted to supervising senior, I was actively involved in the audit assignments, attendance of physical inventory count, tax computation, and finalization of financial statements ensuring compliance with Malaysia Accounting and Auditing Standards and the Malaysia Listing and Companies Act requirement. My audit assignments comprising portfolio of public listed company and private companies which engaging in construction, property development, trading, investment holding, hotels & resort and etc. Besides auditing, I had also gained the experience in reviewed of group accounts and assisted in the IPO corporate exercise.

For the career advancement and better exposure, I have moved to Singapore and joined BDO LLP as a Senior Audit Assistant and worked with the firm for 22 months before joining Ernst & Young, Singapore in July 2010. Subsequently, I had resigned from the firm with the title of Audit Senior in September 2011.

During my periods with BDO LLP and Ernst & Young, I had enriched myself with solid financial and auditing skills by involved and completed with more than 30 audit cases. My audit assignments comprises of system control test, account substantive testing, participated in annual audit of listed companies, branches annual audit and etc. Industries that I had involved, including luxury retailer, logistics, consulting, precision engineering, manufacturing, trading and etc. Besides of the audit fieldwork, I had also performed the analysis for the fluctuations of respective accounts with significant movement.

For career advancement, I had moved to commercial line and joined Mapletree Commercial Trust as a real estate property Accountant and overseeing the account receivables and general ledger functions. Others duties include preparation of monthly management reports, variance analysis of the property results and assisting in annual budget and forecast exercise. I was promoted to Senior Accountant after one and the half years with the company.

**Profession Summary**

After 4 years of service with Mapletree and for career progression I had joined Keppel Bay Pte Ltd as an Assistant Finance Manager. I was responsible for a full spectrum of a division account by supervising account receivables, account payables and general ledger functions. Others duties include preparation of monthly management reports, hyperion reporting and etc.

With my solid years of experiences, I believe I have combination skill set and qualities that you are looking for in a successful employee. I am pleased to enclose here with a copy of Curriculum Vitae with all my experiences, abilities and qualifications. Thank you for taking your time to consider and I am looking forward to hear from you in the near future.

***CURRICULUM VITAE***



**PERSONAL PARTICULAR**

Name : Lim Bee Boon

Date of Birth : 18th August 1979

Gender : Female

Identification number : S7987992D (Singapore Permanent Resident)

Nationality : Malaysian

Marital Status : Single

Address : Blk 3, St. George’s Road Singapore 320003

Contact No. : +65 9857 6532

E-mail : BEEBOONL79@GMAIL.COM

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| ***WORKING EXPERIENCE*** |

**Company Name** : Keppel Bay Pte Ltd

**Position Title** : Assistant Finance Manager

**Date Joined** : October 2015

**Date Left** : August 2016

**Essential Duties and Responsibilities**

* Oversee Finance day to day operation.
* Perform monthly, quarterly and year-end financial close and reporting;
* Prepare and analyze management reports, hyperion reporting, review audit schedules, GST return and income tax.
* Approve cheque & supporting documents for vendor payment, staff claims and etc.
* Maintain chart of accounts, assist in reviewing internal control.

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| ***WORKING EXPERIENCE*** |

**Essential Duties and Responsibilities**

* Participate on bi-weekly AR credit meeting, Invoice and performance meeting.
* Support external and internal audit requirements.

**Company Name** : Mapletree Commercial Trust Management Ltd

**Position Title** : Senior Accountant

**Date Joined** : October 2011

**Date Left** : October 2015

**Essential Duties and Responsibilities**

* Responsible for Account Receivables and General Ledger for a portfolio of real estate property company, which includes but not limited to:
* Managing the Account Receivable team to ensure timely AR receipt updates, accuracy of invoices billing and to ensure sent promptly within the billing procedures.
* Assist in streamline the Account Receivables procedures by developing and implementing key projects aimed at improving operational efficiency.
* Reviewing of month end general ledger activities;
* Perform monthly, quarterly and year-end financial close process and reporting;
* Ensure timely and accurately submission of management reports;
* Perform variance analysis of the property results against actual vs budget, month on month, quarter on quarter and year on year;
* Participation on weekly Credit Control Committee meeting with Asset Management, Leasing, Property Management and Marketing & Promotion departments;
* Support external and internal audit requirements; and
* Others: Contribute and provide support in accounting and finance related assignments, which include compliance and internal control related matters.
* Reviewing of quarterly interested party transactions disclosure, bank reconciliation, audit schedules, guidance and support to the account receivables team as well as support leasing, property management and asset management teams with regards to any finance related matters.
* Closing timeline planning.
* Assisted on the project by clearing off 8 years un-reconcile property tax.

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| ***WORKING EXPERIENCE*** |

**Company Name** : Ernst & Young LLP, Singapore

**Position Title** : Audit Senior

**Date Joined** : July 2010

**Date Left** : September 2011

**Work Description**

* Involved in audit assignments comprising portfolio of MNC companies, private companies and US Sarbanes-Oxley audit.
* Job responsibilities as an auditor-in-charge in small to medium engagement job and assistant to Supervisor/Senior on big engagement job.
* Involved in the Financial Statement review and completion and finalization of the audit engagements.

**Experience**

* Engagement involved:
* MNC:
* DFS Group Limited, a world’s leading luxury retailer catering to the traveling public.
* Boston Scientific, a developer, manufacturer and marketer of medical devices worldwide that are used in a range of interventional medical specialist.
* FedEx Corporation, a world’s leading logistics company.
* Local Firm
* Far East Organisation, a largest private property developer in Singapore.

**Company Name** : BDO LLP, Singapore

**Position Title** : Audit Senior

**Date Joined** : September 2008

**Date Left** : June 2010

**Work Description**

* Involved in audit assignments comprising portfolio of public listed company and private companies engaging in trading, precision engineering, manufacturing, servicing and management consultant.
* Job responsibilities as an auditor-in-charge for most of the engagement and responsible in budgeting for time cost, audit planning and control, job allocation to team members and audit fieldwork.
* Ensure professional standard of service is maintained.
* Complete audit assignments with minimum supervision.
* Review audit assignments which have been completed by audit assistants.
* Besides auditing, also involved in reviewing of group accounts and group reporting packages.

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| ***WORKING EXPERIENCE*** |

**Experience**

* Engagement involved and completed including:
  + Local listed company:
    - CPH group for financial year 2009
* MNC:
* Subsidiary of US based Ashland Inc Group for the financial year 2008;
  + Subsidiary of Switzerland based Egon Zehnder International S.A Group for the financial year 2008;
  + Subsidiary of Switzerland based Hilti Aktiengsellschaft Group for the financial year 2009;
  + Subsidiary of Germany based SolarWorld Group for the financial year 2008 and 2009;
  + Subsidiary of UK based Norman Hay Plc Group for the financial year 2009; and
  + Subsidiary of Sweden based TriOptima AB Group for the financial year 2009.
* Other local small-medium companies.

**Company Name** : BDO Binder, Malaysia

**Position Title** : Internal Audit Consultant

**Date Joined** : January, 2007

**Date Left** : June, 2007

**Work Description**

* Involved in audit assignments comprising portfolio of public listed companies engaging in construction, manufacturing, and retail.
  + The principal responsibility is to ensure that a sound internal control system is in place and the system is functioning adequately and its integrity is maintained by the company.
  + To add value and improve the company’s operations by providing independent and objective evaluation of the operations.
  + To ensure that a systematic disciplined approach in evaluating and improving the effectiveness of the risk management, internal control and governance process is adopted.
  + When a major risk was identified, significant audit resources would be directed to investigate the weakness and to recommend corrective actions.

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| ***WORKING EXPERIENCE*** |

**Company Name** : HLB Ler Lum, Malaysia

**Position Title** : Supervising Senior

**Date Joined** : March, 2003

**Date Left** : July, 2006

**Work Description**

* Involved in audit assignments comprising portfolio of public listed companies and private companies engaging in construction, manufacturing, property development, trading, investment holding, hotels and resort business and real estate investment trust.
* Job responsibilities as a supervising senior were included audit planning, job allocation, supervision and review of the working papers in respect of statutory audit under the Companies Act, 1965 and liaising with clients, tax agents and company secretaries.
* Prior to being promoted to supervising senior, was actively involved in the audit assignments, attendance of physical inventory count, tax computation, and finalisation of accounts ensuring compliance with accounting and auditing standards and the Listing and Companies Act requirements.
* Besides auditing, also gained the experience in handle full sets of account, review of group accounts and assist in IPO corporate exercise.
* Also required to demonstrate thorough and timely completion of all audit assignments, control time and costs in line with the predetermined budgets.

**Experience**

* Engagement involved and completed including:
  + Local listed company:
    - YTL Corporation group for financial year 2004 and 2005 which including the subsidiaries as below:
      * Extiva Communications Sdn. Bhd.
      * Suri Travel & Tours Sdn. Bhd.
      * Syarikat Pembenaan Yeoh Tiong Lay Sdn. Bhd.
      * Syarikat Pelanchongan Pangkor Laut Sdn. Bhd.
      * YTL e-Solutions Berhad
      * YTL Hotel & Properties Sdn. Bhd.
      * YTL Info Screen Sdn. Bhd.
      * YTL Technologies Sdn. Bhd.
        + Starhill Real Estate Investment Trust for financial year 2006;
        + Participated in the review of the group accounts for YTL Corporation group for the financial year 2004 and 2005; and
        + Other local small-medium companies

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| ***EDUCATION*** |

**PROFESSIONAL EDUCATION**

* CPA Australia

*- Certified Practising Accountant*

**TERTIARY EDUCATION *(July 1999 – July 2002)***

* Royal Melbourne Institute of Technology University (RMIT), Australia

*- Bachelor of Business – Accountancy*

**HIGHER EDUCATION *(January 1999 – Jun 1999)***

* Curtin University of Technology (Pre-University)

*- University Tutorial Program (UTP)*

**SECONDARY EDUCATION *(1991 – 1997)***

* Sekolah Menengah Kebangsaan Hwa Lian Mentakab, Pahang
  + *Sijil Pelajaran Malaysia (SPM)*
  + *Pelajaran Malaysia Rendah (PMR)*

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| ***OBJECTIVE*** |

I would like to build my career in accounting field and seeking a challenging position to grow with a dynamic and established company that will utilise and enhance my knowledge, experience and skills in order to be an excellent and highly motivated professional.

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| ***COMPUTER LITERACT*** |

Basically computer literate and possess the knowledge and the understanding to operate reasonably well on Microsoft office namely Microsoft Words, Microsoft Excel and Microsoft Power Point. Besides that, I have enough understanding and practicing on the ERP system.

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| ***LANGUAGES PROFICIENCY*** |

English and Mandarin - Able to converse fluent and possess reasonably

good writing skill.

Bahasa Melayu - Able to speak and understand in daily conversation

and documentary.

Other dialects - Able to converse reasonably well in Cantonese and

Hokkien.

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| ***PERSONAL CHARACTERISTIC*** |

Personalities : I am a kind, warm, co-operative and having a positive

attitude person. Besides that, I am always being prepared

to learn.

Preferred work style : I am able to work well with colleague and learn fast from

new things. In addition, I am responsible for my action and the job that I have been assigned to do.

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| ***SPORTS AND HOBBIES*** |

Exercise

Net Surfing

Listening to the Music

Traveling

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| ***LAST DRAWN SALARY*** |

Upon Request

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| ***REFERENCES*** |

Upon Request