**Koh Shi Yun Yvonne**

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Education

**London School of Economics (Lead College), University of London, Singapore Institute of Management**

BSc (Hons), Accounting and Finance (June 2010 to August 2012)

* Upper Second Class grade for Financial Reporting and Principles of Banking and Finance modules
* Relevant modules taken: Corporate Finance, Management Accounting, Auditing and Assurance

**Singapore Polytechnic**

Diploma in Accountancy (April 2007 to April 2010)

* A in Economics and Industrial Training Programme

Diploma Plus in Applied Business Psychology (April 2008 to April 2010)

* A in Applied Psychology in Effective Work Relationship Skills

Work Experience

**National Bank of Abu Dhabi P.J.S.C.,** Finance Associate (One Year Contract) Dec 2016 to Nov 2017

* Single handedly managed the Accounts Payable and all invoices and payment related matters
* Single handedly in charge for Quarterly GST Filing and submission to IRAS for the bank
* In charge of reconciliation of payroll accounts, preparation and posting of accounting entries as well as record movement of funds
* Performed nostro reconciliation for 36 bank accounts on a daily basis
* Daily churning of Profit and Loss statement and reporting are in line with Head Office figures
* Daily tracking on the movement of all expenses a/cs and perform investigation if necessary
* Making accruals and posting of month end accounting entries
* Part of the Recreation Committee Club in charge of organizing quarterly events for employees

**SS&C Technologies Pte Ltd Formerly Citibank N.A. Singapore,** Asst Manager (PE) Nov 2015 to Aug 2016

* Providing accounting services for client including processing transactions, intercompany entries and preparing financial reports - includes Full set accounts monthly closing and reporting for 2 major Funds & their respective SPVs
* Handle client requests – daily/routine requests
* Prepare the monthly Statement of Investment (SOI) report , quarterly Partner Capital Statement (PCAPS) report and emails to disseminate to investors
* Prepare allocation worksheets and reporting templates for client capital calls and distributions
* Cash recording and reconciliation of trade accounts, payables, receivables and interco a/cs
* Perform monthly trades recording and reconciliation, revaluations per Bloomberg

**JL Capital Pte Ltd,** Finance and Operations Executive March 2014 to Nov 2015

* Perform daily reconciliation of Operations – trades done, 3 way reconciliation to traders’ records
* Reviewing the monthly Net Asset Value Report for each fund and cross-check to our own records to make sure all reports and current positions are accurate and in place
* Sending of daily position reporting to trader
* Prepare and submission for quarterly fund GST Remission to IRAS and annual MAS Filing for Section13X and XBRL Financial Statement
* Liaise with auditors and vendors for audit confirmations
* Managing full set accounts for a company on my own which includes preparing of monthly profit and loss reporting, balance sheet and financial statements for the year and any market adjustments and valuations for reporting to the Finance Director
* Issuing payment vouchers and cheques for staff and vendors
* Churning of monthly invoices to vendors
* Reviewing of lease agreements and renewals, registration and submission of Stamp Duty fees
* Preparing tax computation for Quarterly GST Submission as well as Annual IRAS Filing
* Taking care of full scope Administrative Work in the office, including arranging schedule for MD

**Standard & Poor’s Singapore Pte Ltd,** Financial Analyst/Accounts Assistant August 2012 to Feb 2014

* Liaise with various user departments to ensure that invoices are correctly coded and charged to the rightful BU
* Co-ordinate end-to-end payable processing with outsourced party to achieve timely and accurate processing of accounts payable related activities
* Oversee the Accounts Payables process of the Singapore, Malaysia, Hong Kong and Taiwan region – checking of account coding, vendor set-up, follow-up on payment statues, etc
* Posting and reviewing of journal entries, taking charge of general ledger close during month-end, investigating any variances/discrepancies, handling balance sheet reconciliations
* Assist the Accounting Team with their major system cross-over project, raise issues and problems facing with our outsourced party - working towards achieving a more efficient process
* Report and Communicate Monthly Financial Results to Finance Controller and Business Heads

**Quantum Lip Private Limited,** Accountant & Administrative July 2011 to April 2012

* Prepared monthly full sets of accounts and financial statements and balance sheet
* Tallying bank statement for bank reconciliation purpose
* Keeping track of day in day out transactions for AP and AR purposes
* Understanding of the company’s daily operations and the relevant expenses and reimbursements schedule for payment
* Drawing up of year-end financial statements for taxation and financial reporting purpose

**Mediacorp VizPro International,** Temporary Corporate Services Executive August to December 2010

* Raised daily purchase requisitions in SAP and send them for payment processing
* Liaised with Procurement and Accounts department personnel
* Involved in research and report of competitors in the same industry

**Singapore Pools Private Limited,** Temporary Finance Officer March to June 2010

* Trained in SAP System, handled weekly petty cash entries
* Assisted in daily operations of the Interface System and the respective bank accounts

**KPMG Shanghai,** Intern March to April 2009

* Assisted with Dept 32, External Auditing Team with auditing skills like casting, vouching, tracing
* Handled mainly post-balance sheet events and bank confirmations
* Assisted with a major consolidation project with the auditing team
* Performed procedures pertaining to the finalization of the financial statements

Achievements

* Attained Distinction grade for Top 5% in Co-Curricular Involvement - Singapore Polytechnic (SP)
* Awarded Certificate of Merit in Lifesaving for outstanding performance, sportsmanship and contribution to SP
* Completed Youth Expedition Project – Operation Cambodia 2010
* Class Representative of School of Business, Chairperson, Diploma in Accountancy Class (DAC/06), for two consecutive years
* Represented SP in Nationals Lifesaving Competition 2008 and 2009
* Represented SP in National University of Singapore Invitational Lifesaving Competition 2008 and 2009
* Clinched 5th in Nationals Lifesaving Competition 2009; Beach Relay Event
* Represented SP for Chiba (Japan) Cultural Exchange Programme 2009
* Clinched 3rd in SP Biathlon 2009, 5th and 7th position in SP Poly 50 Race in 2008 and 2009
* Appointed Leader in SP Student Mentors & Academic Relations Team (SMART)
* Speaker during SP Open House 2008 on Mini-Buses touring future students around the school
* Active helper and organising member in SP Lifesavers Club
* Recruited Changi Youth Ambassdor in 2007
* Completed Generation ‘Y’ Leadership Camp, Batam, Indonesia in 2008

Skills & Abilities

Computer Skills

* SAP, Oracle
* Microsoft Office Programmes
* Investran
* Exchequer / T24