**rESUME**

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| C:\Users\Kenn\Desktop\重回中環\Corporate Pic.gif | **Wong Ken Kuin (Kenn)**  **26B Jalan Membina #25-204 Singapore 165026 | Tel: 94504175  | Email:** [**kennwongkk@yahoo.com.sg**](mailto:kennwongkk@yahoo.com.sg)  **Age: 40**  **DOB: 30-01-1977**  **Marital Status: Married**  **Expected Salary: $4500 to $5000 Last Drawn Salary: $4200** |

**Career objective**

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|  | I have earned my Accounting and Finance degree from the University of London; which is recognized by the ISCA. Since my graduation in 2004, I have worked in various local SMEs and MNCs. I would like to contribute my knowledge and experience in the Accounting & Finance industry and work towards a full CPA & CFA title in the near future. |

**Computer Skills and languages**

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|  | Languages   * English * Chinese Mandarin * Chinese Cantonese |
|  | Software   * MS Office (MS Word, MS Excel, MS Power Point etc.) * Multifond * Documentum * SAP * Bloomberg * Telekurs * IDC * QuickBook |

**professional Experience**

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| From Jan 2015 to current date  **Project Involvement**                 From May 2013 to Dec 2014 | **Finance Manager,** RLBC Capital Pte Ltd   * Reviewing monthly Financial Statements and consolidated monthly BU Performance Report. * Reporting directly to the CEO * Financial Planning and Variance Analysis for Actual against Budget/Forecast. * Setting up and monitoring of Internal Control * Annual Budget Setting and Rolling Forecast * Cash Flow Projection (Monthly/Periodical) * Monitoring of CAPEX and measure assets operational efficiency * Liaising with external service provider e.g. Auditor, Tax Agent, Solicitor and Company Secretary. * Supervision of 4 accounting staff, 2 Admin staff and 1 HR staff * Oversee Human Resource and Sales Administration department * Conducting Training, Appraisal and Interviews * Redesigning & Reviewing Compensation and Benefits Structure * Reviewing of Payroll and Approver for IR8A and IR21 submission * Negotiating new projects with overseas developers and conducting feasibility studies and project forecast for potential new Business Units. * Streamlining Operational and Accounting procedures in Singapore and Philippines Office. * System implementation * Relocation of Office – Planning and Execution * Rebranding of Company – Planning and Execution * Representing the company to attend small claim tribunal * 15% to 25% travelling to Manila Office   **Marketing Manager**,  ERA Realty Network Pte Ltd   * Full Time Real Estate Salesperson * Conducting roadshows, organizing seminars and events * Property sourcing, negotiating and training of junior team members. |
| From Jan 2013 to April 2013 | **Assistant Finance Manager** (Investment Operation and Reporting),  AIA Pte Ltd - Contract   * Assist to prepare reports such as summary of invested assets, monthly investment holdings for capital adequacy ratio review, quarterly RBC asset template, & investment reports for management * Review and analyses fluctuations in invested assets, budgets and other management reports * Controller for security master file setup for new securities, new portfolios and new users in FAM * Assist in automating investment reports * Participate in annual MAS survey or other regulating bodies |
| From Jan 2012 to Dec 2012 | **Operation Specialist** (Hedged Fund),  CastleBay Capital Management Pte Ltd   * To conduct daily review on the financial statement (Net Asset Valuation) performed by the external vendors. * Perform P&L and Price Variance Analysis * In charge of all operational aspect of the fund, with a Net Asset Value exceeding 380 million USD. * To perform Trade and Bank Reconciliation * Input trades and investigate on trade break * Cash Management and settlement instructions * Improvise internal control systems to enhance the daily operation procedures * Preparing of Fund Investment Report and the P/L Exposure Report to Director * Obtaining and reviewing investor subscription & KYC/AML documentation * Point of contact with external vendors from the Custody, Fund Valuation, Brokerage firms and Pricing department. * Financial Modeling * Streamline Operational and Reporting process and setting up of various Control Spreadsheet. |
| From Sept 2011 to Oct 2011 | **Assistant Finance Manager**, Millennium and Copthorne REIT Management Ltd   * To assist the Finance Manager to monitor and analyze operational performances against the budget, forecast and historical data to investigate on unusual variances. * To monitor the daily treasury and overall cash position, including funds utilization and carry out cash flow projections; * To liaise with the service provider, banker and trustee over daily operational matters; * To maintain the project costs and monitoring of payments against approved budgets. * Monitoring of Capital Expenditure. * Main Coordinator for ACAP; liaising with various departments and IRAS for the application for ACAP. |
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| From July 2006 to Nov 2009 | **Fund Accountant** , RBC Dexia Trust Service Ltd   * Net Asset Value Calculation by using Multifond * Preparing full set of accounts for the Investment Funds with accordance to the relevant accounting and reporting standard. * Conduct financial analysis in P/L on unusual variances and posting of journal entries * Recording of corporate actions. (E.g. Right Issues, Dividends, Stock Splits, etc) * Booking of financial instruments and financial derivatives. * Booking of Forward Contract/ Hedging Forward Contract. * Conduct cash and security reconciliation on a daily basis. * Arrange fees due to the Investment Manager for other service providers. * Liaising with various departments from Pricing, Custody, Transfer agency, Auditors etc. |
| From April 2005 to Mar 2006 | **Audit Executive**, Goh Ngiam Suan & Company (Local CPA Firm)   * Preparing of Audit Plan * Walk through client’s internal control system * Conducting vouching test on selected items. * Auditing client’s Balance Sheet and P/L Accounts. * Preparing of Cash Flow Statements and proposing audit adjustments. * Participate in the Financial Year Stock taking activities. |
| From Oct 2004 to Mar 2005 | **Audit Assistant**, Suhaimi Salleh & Associates (Local CPA Firm)   * Block testing on relevant samples. * Screening through unusual items. * Conduct reasonableness test on cash receipts. * Drawing up the Management Letter as a final product of my audit duty. |

**Education**

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| **Sept 2002 – Sept 2004** | BSc Accounting and Finance,  University of London |
| **June 2001 – June 2002** | Diploma in Economics ,  University of London |
| **Mar 1996 – Dec 1998** | G.C.E “A” Level ,  Outram Institute |

**June 1998** LCCI Intermediate

(Completed GCE ‘O’ Level in the year 1995 from Rangoon Secondary School)

(Completed PSLE in the year 1990 from Stamford Primary School)

(Completed full time National Service in the year 2000)

**Skill Set**

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Financial Planning & Analysis  
Management Reporting  
Budgeting and Forecasting   
Designing Internal Control Systems (Local & Overseas Office)  
Fund Operations and Assets Management  
Business Consultancy   
Fund/Project Accounting  
Human Resource Management  
System Implementation   
Corporate Compliance   
Negotiation Skill  
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**Exposure - industry**

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Hedged Fund and Alternative Investment  
Fund Administration and Portfolio Accounting   
Real Estate Investment Trusts (REITs)  
Hospitality Trust  
Local and Overseas Real Estate  
Insurance and Assurance  
  
  
 **Interest**Culinary Research and Travelling