### Woo Ying Wei

+65 9635 1161 │ yingwei.woo@gmail.com

##### Accounting & Finance Professional

Analytical, detailed oriented, and accuracy-driven accounting and finance professional. Excellent time management skills and solid ability to prioritize workloads ensuring deadlines are met. Proven ability to successfully collaborate with colleagues and support complex projects. Adept at implementing processes that improve efficiency, enhance productivity and drive sustained organizational performance. Oral and written proficiency in English and Mandarin.

|  |  |  |
| --- | --- | --- |
| * Leadership & Teamwork * Interpersonal Skills * Auditing Practices | * Accounting Information Systems * General Business Knowledge * Analytical Skills | * Financial Reporting * Organization Skills * Numerical Sensitivity |

# Education & Credentials

**Bachelor of Commerce,** Accounting and Finance, University of Queensland, 2015

**Diploma in Banking and Financial Services,** Singapore Polytechnic, 2011

# Professional Experience

**Cim Global Business Singapore** June 2016 – April 2017

***Client Services Associate***

* Perform accounting matters for private equity funds and corporate clients, including review of monthly and quarterly management reporting, annual financial statements and GST Returns.
* Preparation of drawdown notices, capital account statements and ad hoc notices to investors of the private equity fund.
* Responsible for client satisfaction by responding to queries promptly and in a courteous manner.
* Execute the set-up of payments and ensuring timely response before the cut off time.
* Liaised with auditors and organise regular status updates to ensure audit is completed in due time for the annual returns filing.
* Support ad hoc tasks including corporate secretarial work and due diligent processes as and when required and communicate effectively with colleagues to facilitate proper handing/taking over of duties
* Coordinate with Mauritius team in the migration and implementation of new accounting systems.

**WELLS FARGO GLOBAL FUND SERVICES** November 2015 – June 2016

***Fund Reporting Analyst***

* Manage financial reporting processes for numerous private equity and hedge funds, reporting on financial statements in accurate and timely manner within tight deadlines.
* Ensure strong internal controls are maintained, making recommendations for improvement to reduce and mitigate problems, implementing and improving controls.
* Support work related to financial reporting, including audit planning and interim unaudited financial statements preparation.
* Complete financial statement model and footnotes using trial balances and financial reports.
* Promote open communication with clients and auditor, supporting successful year-end audits for assigned funds.
* Collaborate with other departments, identifying and obtaining necessary information for financial reporting and addressing audit questions and problems.
* Implement year-end financial statement preparation process for all assigned funds.

**UNIVERSITY OF QUEENSLAND** July 2013 – July 2015

***Commerce Student***

* Admitted to Dean’s Honour Roll (Top 10% of Cohort).
* Completed training in accounting and finance courses, with high distinctions in investments and portfolio management, banking and lending decisions, managerial accounting, and income tax law.
* Achieved overall distinctive grade (GPA 5.92/7).
* Managed projects, including critical analysis of takeover transactions Saputo Dairy and Warrnambool Butter and Cheese Factory; received distinction (89%) for project.

**RSM CHIO LIM LLP** December 2014 – February 2015

***Audit Intern***

* Performed detail work of audits, reviews, and organised audit files and documents.
* Collected and analysed data to detect deficient controls, duplicated effort, fraud, or non-compliance with laws, regulations, and management policies.
* Communicated closely with client and obtained audit related information.
* Supported multiple client engagements on time, identifying issues and communicating progress and audit results to supervisors.
* Expanded industry knowledge through greater exposure to peers, internal experts, clients, regular self-study, and formal training opportunities.
* Engaged in vouching and tracing of documents. Involved in and monitored end of year stocktake.

# Technical Skills

Microsoft Office, Eviews