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| **Personal Particulars** | |
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| **Full Name** | Phoe Hui Qing |
| **Nationality** | Singaporean |
| **Date of Birth** | 13th April 1991 |
| **Address** |  |
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| **Email** | huiqingphoe@gmail.com |
| **Contact** | +65 9821 0094 |
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| **Career Objective** | |
| To be an energetic and motivated team player with proven experience in various organizations in the finance industry, with excellent management skills and a strong determination to succeed. | |
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| **Highlight of Achievements** | |
| **Work Experience** |  |
| * Experienced Audit Associate at Crowe Horwath First Trust LLP | |
| * Accounts and Audit Executive at Aspri Asscociates | |
| * Audit Intern at SCS Global | |
| * Finance Intern at Turbine Overhaul Services | |
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| **Education** |  |
| * ICAEW (Current pursuing professional qualification) | |
| * Bachelor of Science (BSc)(Hons) in Accounting and Finance at University Of London | |
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| **About Myself** |
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| I am currently working as an audit associate in a mid-tier audit firm with approximately 2 years of experience in the industry. Following a degree in Accounting and Finance, I am currently pursuing professional qualification under ICAEW with the goal of eventually obtaining a chartered accountant title.  During my 2 years of working in the audit industry, I am exposed to the audit of various Public Interest Entities, Multinational companies as well as small and medium enterprises. I have led several teams for various engagements and have conducted financial audits for companies in industries such as manufacturing, trading, fund management and not-for-profit organizations. I am also part of a selected team, performing financial audit for overseas clients in countries such as China and Canada.  With continuous thirst for knowledge and a determination to succeed, I look forward to challenges faced during the course of my work. |

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| **Work Experience** |  |
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| **Crowe Horwath First Trust LLP** | July 2015 - |
| ***Experienced Audit Associate*** | Present |
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| External Audit |  |
| - Perform financial audits for listed companies as well as companies in the manufacturing, trading, fund management as well as not-for-profit industries |  |
| - Review and analyse key operational controls and processes of the company. |  |
| - Perform analysis of variances in the company's financial performance in relation to the industrial performance of the period. |  |
| - Drafting of financial statements with accordance to FRS |  |
| - Lead an engagement team during the audit for several engagements. |  |
| - Co-lead a team auditing a listed co. |  |
| - Part of a selected engagement team to perform oversea engagements for global MNCs in countries such as China and Canada. |  |
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| Internal Audit |  |
| - Design tests and review various control procedures of the company to access if there are any significant deficiencies in controls of the company. |  |
| - Present findings as well as recommendations to the company's management at the end of the engagement. |  |
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| **Aspri Associates (S) Pte. Ltd** | Sept 2014 – |
| ***Accounts and Audit Executive*** | July 2015 |
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| - Responsible for preparation of several monthly, quarterly and yearly accounting information of a portfolio of companies |  |
| - Perform reconciliation for variances in the company’s books |  |
| - Versed in the use of MYOB |  |
| - Preparation of tax computations for small companies |  |
| - Preparation of Financial Statements |  |
| - Perform simple audit tasks: |  |
| ~ Test of details for expenses and payroll |  |
| ~ Analysis of changes in financial performance of the company |  |
| - File for various tax related submissions (Withholding tax, GST, CIT): |  |
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| ***SCS Global PAC*** | *Jun 2014 –* |
| ***Audit Intern*** | *Sept 2014* |
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| -Perform audit fieldwork (Ensure that income and expenses can be accounted for) |  |
| -Test for control in sales and purchase cycles |  |
| - Administrative work required during the audit procedure |  |

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| ***Turbine Overhaul Services*** | *Oct 2013 –* |
| ***Finance Intern*** | *Dec 2013* |
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| -Costing and material consumption analysis |  |
| -Assist in revamp and enhancing of the monthly BU P&L reporting process |  |
| -Minimal Contact with SAP for accounting data entry purposes |  |
| -SOX Testing |  |
| -Develop a Standard Work that effectively integrates forecasting with budgeting |  |
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| ***Spring Singapore*** | *Jun 2013 -* |
| ***Temporary Officer*** | *Aug 2013* |
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| -Assist in operations of department. |  |
| -Ad-hoc and admin duties |  |
| -Screening of applicant’s eligibility to grants applied |  |
| -Lias with small business owners regarding grants and loans available to them |  |
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| ***Economic Development Board Of Singapore, EDB (Contact Singapore)*** | *Jun 2012 -* |
| ***Project Assistant*** | *Sept 2012* |
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| -Assist in operations for assigned projects. |  |
| - Liaise and attend meetings with business owners looking to set up operations in Singapore. |  |
| - Ad-hoc and admin duties |  |
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| ***Inland Revenue Authority, IRAS*** | *Mar 2011 -* |
| ***Temporary Officer*** | *Jul 2011* |
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| - Deal with corporate tax enforcement issues. |  |
| - Handle certain ad-hoc and admin duties for the department |  |
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| **Education** |  |
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| ***SIM-UOL, Singapore*** | *Aug 2011 -* |
| ***BSc Accounting and Finance, BSc with Direct Honours*** | *May 2015* |
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| - Completed with honours. |  |
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| **Jurong Junior College, Singapore** | *Jan 2008 -* |
| ***A Levels*** | *Dec 2009* |
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| - Completed A levels. |  |
| - Class Vice-Chairperson for year 2008, 2009. |  |
| - House Council |  |
| - Basketball School Team for year 2009 |  |
| - Facilitated as volunteer for various for school events |  |
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| ***Queensway Secondary School, Singapore*** | *Jan 2004 -* |
| ***O levels*** | *Dec 2007* |
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| - Completed O levels |  |
| - Class Chairperson for year 2005 |  |
| - Volleyball School Team for year 2004 to 2007 |  |
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| **Language Proficiency** |  |
|  |  |
| - English: fluent (speaking, reading, writing) |  |
| - Chinese: fluent (speaking, reading, writing) |  |
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| **Skills and Capability** |  |
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| - Microsoft office proficient |  |
| - MYOB accounting system |  |
| - Data Analysis |  |
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