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| **Yeo Qiu Qi** | |  |
| **PERSONAL** | **Citizenship**: Singapore citizen  **Date of birth:** 24th August 1990  **Email:** [e.leanor@live.com](mailto:e.leanor@live.com)  **Contact:** +65 92990291 | |
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| **EDUCATION**  **2009 – 2013 National University of Singapore**  BBA Hons. (Accountancy) | | |
| **PROFESSIONAL QUALIFICATION**  **Since Jan 2017** Chartered Accountant of Singapore | | |
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| **EMPLOYMENT** | **Deloitte & Touche LLP, Singapore**  *23 September 2013 - present*  Senior Year 2, Financial Services Industry  Assurance & Advisory  *Industry Experience*  *Industry: Full Bank, Private Bank, Trust Company; Fund management (CMS license holder); Metals Trading and Recycling; other financial institutions*  -Involved in the regulatory audit of licensed financial institutions including private bank and trust company.  -Responsible for reviewing client due diligence files as at onboarding and periodic reviews. Hands on review of corporate documents such as Certificate of Incorporation/Incumbency, corporate structures, register of shareholders and/or directors, board resolutions for corporate accounts and individual documents such as passports and address proofs.  - Involved in reviewing compliance testing reports for AML transaction alerts flagged out by transaction monitoring system.  - Involved in reviewing of adverse news and sanction list name screening performed on clients.  - Follow up on findings of regulatory inspections and assist in closing of gaps  - Benchmarking of practices against MAS AML guidelines and notices including controls testing surrounding AML/KYC related topics where applicable (*MAS Notice 626, Guidance on private banking controls, TCA-N03; SFA04-N02)*  - Responsible for identifying and escalating findings to engagement manager and partner during audits  - Review and preparation of Financial Statements to ensure adequate disclosures of financial figures and information.  Main responsibilities as an Audit Senior:  - Perform audit risk assessment on engagement at the start of each audit period  - Perform audit planning and scoping of testing  - Day to day management of audit team on field (~2 to 6 team members depending on engagement)  - Liaising between overseas offices for the purpose of group audits, ensuring deliverables are submitted on a timely basis  - Liaising among internal specialist departments such as tax and valuation  - Ensuring all required internal and external documentations are in place from start to end of audit (from planning up to archival of files)  - Highlight or escalate internal review points raised by independent reviewer  - Resolving any issues arising during the course of audit and being client’s main point of contact  Special ad hoc projects  Secondment to an ad hoc AML/KYC advisory project  - On field review of existing client files to ensure compliance to company’s policies and procedures  - Assessing quality of review work done by Compliance department such as information retained on client file and quality of name screening performed. | |
| **SKILLS** | **Language** - Fluent in English and Mandarin  **Computer Skills** - Microsoft Office | |