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| **SHAWN ONG GUO AN** |
| • **Address:** Block 104 Jalan Dusun #04-10 320104 • **Mobile No.:** +65 9768 0714 • **Email:** Linkativity@gmail.com • Notice Period: 1 week • Expected: $3,000-$3,200  PROFESSIONAL EXPERIENCES |

**Ernst & Young LLP***Audit Associate -* January 2016 to May 2017  
Reasons for leaving: Wanted more stability and work-life balance. Last Drawn: $2,950/month; Bonus: 1 month with no AWS and other incentives.

* Experienced in auditing for real estate, construction, engineering, legal sectors. Main clients include:
  + **Far East Organization and its subsidiaries**: Largest private property developer in Singapore. Involved in group
  + consolidation process for Champion Holdings Pte Ltd (Group) and Far East Erishi Holding Pte Ltd (Group) which holds numerous subsidiaries collectively. Financial statement preparation for 8 subsidiaries and Group during local statutory reporting. Technical focus: Consolidation proofing, group financial statements and property impairment assessment.
  + **Lee Rubber Co Pte Ltd and its subsidiaries**: Primary business in trading raw rubber, rubber and latex which holds 29 subsidiaries. Financial statement preparation for 12 subsidiaries. Involved in group consolidation process. Technical focus: Goodwill and investment impairment testing, investments in subsidiaries, group consolidation and consolidation proofing.
* Undertook reviewer role for associates’ work, ensuring quality work is delivered to managers and seniors.
* Performed financial audits including financial statements review, internal controls assessment, substantive works, corroborative interviews, reporting, completion and client relationship management.
* Performed physical inventory observations in order to evaluate inventory levels and identified potential damaged or obsolete inventory
* Maintained effective time management while simultaneously worked on several projects/clients and gained strong prioritizing skills through a time sensitive schedule
* Performed Audit for Outstation clients in Malaysian and Indonesia.
* Other notable clients include: KhattarWong LLP, DNVGL, HollySys (Asia Pacific) Pte. Ltd., Old Chang Kee, CEI Limited, O'Connor's Singapore Pte Ltd, WBL Corp. Ltd. and Acendas.

**Union Bank of Switzerland***Operations Assistant [Client & Credit Facilitation]-* October 2015 to December 2015  
Reasons for leaving: 3-months contract. Last Drawn: $2,450

* Tasked to facilitate the amendments and approvals of client data pertaining to equities mainly from Australian markets.
* Communicating and working with On-boarding of new/existing clients and KYC (know-your-employees) processes to ensure quality data for trader’s execution.

**Singapore General Hospital**  *Temp Finance Assistant* *[Finance AP/AR] -* September 2012 to December 2012  
Reasons for leaving: 3-months contract. Last Drawn: $2,150

* Assessed and validated documents required to be processed and verified in the company’s SAP.
* Communicated with various departments to facilitate the pursuance of the securing and settlement of credit remittance by the finance department.
* Assisted and collected information required for the preparation and auditing of the financial reports.

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| EDUCATION |  |

**University of Sheffield, State University of South Yorkshire***Bachelor of Arts in Accounting and Financial Management* -April 2013 to May 2015

**Ngee Ann Polytechnic**   
*Diploma in Banking and Financial Services* - Apr 2007 to May 2010

* 2-month internship experience with Citibank’s treasury department
* Logistics Director, Executive Committee in the Main Ambassadors of the School of Business and Accountancy.
  + Responsible for organizing and conducting major school events and leadership camps, solely leading a team of 40.
  + Represented the School of Business and Accountancy for public speaking and events such as Parents Seminars and Career Choices Talks.

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| ADDITIONAL SKILLS & INTERESTS |

* Proficient in Microsoft Office (Excel, Word and PowerPoint) and SAP
* Bilingual in English (Working Proficiencies) and Mandarin (Basic)
* Interest: Volunteerism, Gardening and Developments in data analytics within audit industry
* Extra-curriculum: Grassroots Leader (since 2007), Treasurer, Youth Executive Committee in Pek Kio Community Centre
  + Responsible for organizing and conducting grassroots events and activities
  + Responsible also for reviewing Finance Executive’s payment vouchers, financial statements and bank reconciliation statements for the purpose of Audit. Also, managing and monitoring of project’s budgets/deadlines.
* Qualifications: Certificate of Achievement FPAS: Foundations in Financial Planning (2009); Certification of completion (Coursera) – Accounting Analytics (2017)