**Mabel Lee Jia Yun**

• **Mobile Number:** (+65)96289191

• **Email Address:** jiayunleemabel@gmail.com

• **LinkedIn Profile:** www.linkedin.com/in/mabelleejy

**WORK EXPERIENCE**

**KPMG (Financial Services, Audit & Assurance Senior Associate)** Sep 14 – Present

* Acquired a diverse exposure to the business processes of various financial institutions (Banking, Insurance, REITs, Fund Management)
* Achieved service excellence award for one of the audit engagement with turnover over a million
* Identified and highlighted significant accounting issues, control deficiencies inherent in clients' processes and proposed solutions to the management
* Planned and executed audit procedures to assess clients' compliance with financial reporting regulations and requirements from regulators (MAS/SFA/SGX)

**KPMG (Compliance, Secondment to JPMorgan, Associate)** Sep 14 – Dec 14

* Performed stringent customer due diligence, enhanced due diligence in accordance with AML/CTF laws and regulations
* Assessed AML risk of client using knowledge acquired specific to the prevention of AML/CTF (eg. MAS 626, FATF, Wolfsberg Questionaire, PEPs)

**KPMG (Financial Services, Audit & Assurance Intern)** Dec 13 – Feb 14

* Involved in the statutory audit of one of the biggest local banks with experience in treasury and consumer financial services sector
* Performed independent credit reviews to assess loan quality

**NUS Overseas College (NOC) Programme, Shanghai**

* Selected for a 12-month internship programme nurturing entrepreneurs who can engage China in the future

*Easystorage, Shanghai (Sales & Marketing Intern)* Jan 12 – July 13

* Initiated marketing projects, successfully reaching out to 100,000 potential local and foreign customers
* Secured sales leads each month and contributed to monthly sales growth of approximately 20 percent
* Assisted in generating monthly profit and loss statements and in monitoring the level of occupancy in 8 storage facilities

*CB Richard Ellis Services, Shanghai (Knowledge Management Intern)* Aug 12 – Dec 12

* Involved in consultancy projects like CRM implementation and database content management for more than 250 employees
* Conducted training workshops for representatives from 12 business lines and gathered user requirements

**Moore Stephens LLP (Audit And Taxation Intern)** May 12 – July 12

* Assisted with audit planning procedures, compliance testing and substantive audit procedures
* Acquired hands-on experience in preparing tax computation and tax returns of companies

**EDUCATION**

**National University of Singapore**  Aug 10 – Jun 14

* Bachelor of Business Administration (Accountancy)

**Fudan University, Shanghai**  Aug 12 – July 13

* Studied International Business, International Finance and Technopreneurship

**Raffles Junior College**  Jan 08 – Dec 09

* Awarded distinctions in GCE ‘A’ Levels Economics, Mathematics, Biology and Chemistry

**ORGANISATIONAL AND COMMITTEE EXPERIENCE**

**NUS Business School Freshman Orientation Projects (Head of Fundraising Committee)** Mar 11 – Jun 11

* Organised two fund raising activities and planned camp programmes for about 600 freshmen

**Kent Ridge Hall, NUS (International Relations Committee, Chairperson)**  Aug 10 – July 12

* Spearheaded a series of activities throughout the year to provide a cultural exchange platform among 120 international and local students

**Kent Ridge Hall, NUS (Dinner and Dance, Programme Head)**  Aug 10 – Oct 11

* Designed and executed the event programme for 300 hall residents
* Liaised with various external parties such as the hotel, bus rental company and other service providers
* Managed the committee of 16 through effective delegation of work

**COMMUNITY SERVICE EXPERIENCE**

**Kent Ridge Hall, NUS (Chiangmai Youth Expedition Programme, Treasurer)**  Aug 10 – May11

* Managed the funds and finances of the committee
* Organized two fundraising events to raised more than S$3000 to aid HKL village, Chiang Mai

**Raffles Junior College (Community Advocates, Head of Welfare & Publicity)** Jan 08 – Dec 09

* Organized Raffles Community Leaders’ Forum to raise public awareness in social issues such as poverty, physically disabled, youth delinquency among youths and funding to establish a sustainable project for the causes

**ADDITIONAL INFORMATION**

* Proficient in Microsoft Office, IDEA
* Fluent in English, Mandarin and Cantonese