**CURRICULUM VITAE**

Personal Information

Name : Su Jieying, Charlene

Mobile : 9661 7315

Email : [charlene.su.05@gmail.com](mailto:charlene.su.05@gmail.com)

Nationality : Singaporean

Date of Birth : 23 October 1984

Work Experience

1. Infinite Film Pte Ltd (Freelance)

Dates : May – July 2017

Position : Accountant

Responsibilities: GL Accounting for PSL Accounting Software

PO Processing

1. SeaTown Holdings International Pte. Ltd.

Dates : March 2010 – September 2016

Position : Accountant

Responsibilities: Financial and Management Reporting

* During the start-up years of the Company, implemented its Porfolio Accounting System (Advent Geneva) and SAP Business One Accounting System (SAP B1);
* To liaise with both the auditors and fund administrator for annual group financial reporting and preparation of full set of accounts and financial statements in accordance to SFRS and IFRS;
* Drafted the Company’s Dividend Framework;
* Annual budget reporting to CEO and Board of Directors;
* Annual tax submission for Singapore and Mauritius entities;
* Annual XBRL submission for Singapore-incorporated entities;
* Annual and quarterly reporting pack submission of the Group;
* Quarterly GST submission;
* Monthly consolidation prepared for shareholder;
* Daily cash reconciliations for investment funds;
* Treasury function – to instruct Settlements team with regards to cash requirements for daily trade settlements and also liaise with our bankers for bank borrowings;
* Accounts Payable function;
* Automated the Company’s payment process (bank-accounting system interface for SAP B1)
* Supported the investment teams to work with the third-party valuations of the Company’s private investment positions

1. LTC LLP (currently known as RT LLP)

Dates : January 2008 – November 2009

Position : Junior to Senior Associate

Responsibilities: Audit Advisory

* Performed annual group audits for Singapore-listed companies;
* Performed annual and special audits in China;

Education and Training

Institution : Institute of Singapore Chartered Accountant

Membership : CA (Singapore)

Dates : August 2003 - December 2007

Institution : Singapore Management University

Qualification : BAcc

Dates : 2001 – 2002

Institution : Serangoon Junior College

Qualification : ‘A’ Levels

Dates : 1997 – 2000

Institution : Paya Lebar Methodist Secondary School

Qualification : ‘O’ Levels

Skills and Competencies

Language Spoken: English and Mandarin

Other Language(s): Japanese (Basic)

Computer Skills: Geneva – Advent Software (Portfolio Accounting System)

SAP Business One

Microsoft Office

Hyperion