## PERSONAL PARTICULARS

**Name:** Lee Li Ting

**Contact:** 9876 1091 (mobile); ltlee74@gmail.com (e-mail)

**Gender:** Female

**Nationality:** Singaporean

**Current salary:** $14,000/month

**Age:** 42

**Marital status**: Married

**WORKING EXPERIENCE**

**2007 – Present**

**EDBI Pte Ltd/ EDB Investments Pte Ltd/ Bio\*One Capital Pte Ltd**

**– Director, Finance (2015 - Present)**

**– Deputy Director, Finance (2012 - 2015)**

**– Associate Director, Finance (2009 - 2012)**

**– Finance Manager (2007 - 2009)**

**Achievement:** Attainment of tax incentives for fund companies and implementation of job rotation within finance department

**Responsibilities:**

* Manage a finance team of six (1 senior manager, 2 managers and 3 senior officers)
* Oversee the finance operations of 2 fund managers and 13 fund companies with more than 200 investees
* Ensure accurate and timely monthly, quarterly and year-end reports (including group consolidation and financial performance of fund companies) to stakeholders
* Directorship of 10 fund companies
* Provide inputs on divestment and investment matters
* Review of finance policies and procedures and ensure financial operations are in compliance with group policies and processes
* Oversee group tax planning and review tax computation and GST submission
* Review annual budget and quarterly forecast to stakeholders
* Manage and review capital call and redemption processes
* Review transactions and journal entries to ensure accuracy and appropriate support documentation
* Liaise with auditors (both external and internal) on annual audit, bankers on treasury, corporate secretary and statutory authorities on statutory matters
* Oversee upgrade of accounting system and data migration of investment software

**2000 – 2007**

**Greif Singapore Pte Ltd – Accountant**

**Responsibilities:**

* Supervise a team of three finance executives/ assistants
* Perform:
  + Standard costing reviews and analysis
  + Annual budget review
  + Management of tax matters, including GST
  + Preparation of head office report package
  + Management of company’s secretarial matters
  + Liaise with auditors, bankers, lawyers and statutory authorities
  + Cash flow management
  + Monitoring of inter-company transactions
* Prepare, review and analyze financial performance of company’s operations in Southeast Asia
* Involve in upgrading of accounting system
* Ensure SOX compliance of the company
* Appointed as SOX auditor to perform SOX audit for associate companies in China
* Impart accounting knowledge and advise associate companies in China on US GAAP
* Involve in implementation of ERP system (BPCS) for associate companies in China

**1997-2000**

Rotol Singapore Ltd – Accountant

**Responsibilities:**

* Supervise a team of six finance executives/ assistants
* Perform:
  + Company’s financial result review and analysis
  + Liaising with auditors, bankers, company secretary, tax and statutory authorities for negotiation and management of treasury, statutory and tax matters
  + Cash flow management
  + Preparation and monitoring trade financing
  + Intercompany transactions monitoring
  + Translation of accounts
* Involve in implementation of ERP system
* Assist in applications for Investment Allowance

**May 95 – Jul 95**

**K H Chia & Co – Trainee**

* Assisted seniors in audit, account and income tax jobs

**Jan 93 – Jun 93**

**Inland Revenue Authority of Singapore – Tax Assistant**

* Assist supervisor in review of income tax and perform clerical work

**PROFESSIONAL QUALIFICATION**

CA (Singapore) 2013 - Institute of Singapore Chartered Accountants

CPA 2000 - Institute of Certified Public Accountants of Singapore

**EDUCATION**

Bachelor of Accountancy 1996 - Nanyang Technological University

# GCE “A” level 1992 - St Andrew’s Junior College

# GCE “O’ Level 1990 - Crescent Girls’ School

**SOFTWARE SKILLS**

MS Office: Word, Excel and PowerPoint

Accpac

Telmera: Access Database

Hyperion and HFM

## NOTICE PERIOD

3 months