

## (Ms) Tee Wan Lin

**Professional Accountant (ICAEW), BBA Hons. (Mgt), NUS University Scholar**

Age: 28, Female

D.O.B: 2/10/1987

Address: 32 West Coast Road #05-22 S(127451)

Contact: +65 9825 4265/

Last drawn salary: S\$2,800

Expected salary: S\$3,000 - S\$3,200

Past industries: Fund Accounting (under Education); Professional Audit & Accounting (int. shipping clients & listed corporations); 3 months MNC experience

Total years' experience: 3

Notice period: Immediate



### Career Objective

- In pursuit of a rewarding career, in a leading private equity/ venture capital/ fund management/ investment firm as a fund accountant
- Assisting in everyday duties to manage the accounts (through preparation of investment schedules and transaction recording/maintenance), and
- Enabling stakeholder satisfaction through quality & respectable client services;
- Seeing to accurate accounts made timely and in adherence to regulations.
- At the same time, growing & learning to take on greater responsibilities independently,
- Eventually qualifying as a trusted chartered accountant.

### Skills

Audit (2 years' work experience); Accounting (1 year professional bookkeeping); Business and finance (Intermediate knowledge); Microsoft tools (Proficient in Excel, Word, Powerpoint)

### Experience

SEPTEMBER 2015 - PRESENT

**Raffles Institution, Bishan**– *Alumni Cohort's Fund Accountant/ Account Clerk*

- Maintained database of alumni contacts attending a cohort's reunion event.
- Managed collection/recording of alumni funds, at the same time, performed KYC & due diligence.
- Prepared cost budgets for the team & ensured spending of funds is within limits.
- Liaised with treasury to ensure proper banking of funds.
- Discussed potential risks that may arise in case of default payment to vendors.
- Affirmed that risks were low in alumni engagement.

OCTOBER 2014 - FEBRUARY 2015

**Margin Wheeler PL (Outsourced Accounting), Bukit Batok** – *Assistant Team Lead*

- Produced annual reports for local SMEs for their submission to IRAS, according to local standards.
- Prepared full set of accounts, annual filing documents, AGM minutes and tax computations (including performing of month and year end closing of clients' bank accounts).

- Assessed client's ability to meet ACRA and MAS regulations, and bring them onboard the company's portfolio of clients.

DECEMBER 2012 - OCTOBER 2014

**RT LLP, Raffles Place** – *Assistant Auditor*

- Adhere to regulations and compliance standards, by performing risk assessments and critical audit procedures according to audit plan and under the direction of my supervisors.
- In a team environment, discussed business issues with engagement partners and documented our findings according to audit standards.
- Witnessed client on boarding action of listed companies and SMEs onto my company's client portfolio list.
- Attended training programmes to understand AML, KYC and other regulatory restrictions that were necessary for my role.
- Was assessed in competencies in audit and passed.
- Completed assigned tasks under tight timelines.

JULY 2012 - SEPTEMBER 2012

**GE, Tanjong Pagar** – *Contracted Consultant*

- Provided consult to the Customs Specialist team in their work of coordinating audit for regional trade.
- Corresponded with trade managers from GE business units in China, Indonesia and Malaysia etc to garner organizational input, knowledge and support.
- Assisted in the restructuring of GE business units within the region and helped the team to streamline customs operations.
- Achieved my role as a support and consult to the team, as I enabled them to complete their assigned tasks well before their deadlines.

## Education

AUGUST 2006 - JANUARY 2011

**National University of Singapore (NUS), Singapore** – *BBA, Hons (Management); University Scholar*

AUGUST 2008 - DECEMBER 2008

**Copenhagen Business School, Denmark** – *Master's degree transcript (1 Semester)*

JANUARY 2004 - DECEMBER 2005

**Raffles Junior College (Now Raffles Institution), Singapore** – *4 A'Level Distinctions in Mathematics & Triple Science*

## Qualifications

- Currently at foundational level of post-graduate ACA (England and Wales) qualification under ICAEW
- Successfully completed the Financial Risk Manager (FRM) Certification Training Program Module
- Trained in Excel Spreadsheet and creative presentations using Microsoft PowerPoint & Word