

## **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**

**– Web Development Manager (2015 - Present)**

**– Junior Web developer (2007 - 2015)**

**Achievement:** Attainment of best designs for food tech companies and startups within the department

### **Skills:**

- C (Basic), JAVA (Basic) Web Technologies: HTML5, CSS3, Bootstrap, JavaScript, jQuery, Corel Draw, Photoshop, Illustrator Databases: MySQL5.0 IDE & Tools: Sublime Text, Notepad Operating Systems: Windows XP, Windows 7 Education Details
- September 2015 Bachelor of Engineer Information technology Nagpur, Maharashtra Nagpur University
- May 2011 HSC Secondary & Higher Secondary State Board of Secondary
- June 2009 SSC Secondary & Higher Secondary Maharashtra State Board of Secondary
- Web and Graphics Designer - Virtuous Media Point, Pune
- Skill Details
- BOOTSTRAP- Exprience - 24 months
- HTML5- Exprience - 24 months
- JAVASCRIPT- Exprience - 24 months
- jQuery- Exprience - 24 months
- COREL DRAW- Exprience - 24 months
- Adobe Photoshop- Exprience - 24 months
- Adobe Illustrator- Exprience - 12 months
- CSS3- Exprience - 24 months Company Details
- company - Virtuous Media Point
- description -
- company - CNC Web World
- description - Internship Program: At e-sense IT Solution pvt.ltd. Nagpur as a Web Designing and Developement.
- \* Presented in Project Competition in Innovesta 15 of Priyadarshini Indira Gandhi College of Engineering, Nagpur.
- \* Presented in National Level Paper Presentation in TECH-WAVE 2015 of S.R.M.C.E., Nagpur.
- company - e-sense IT Solution pvt.ltd

**Review:** Reviewer for top magazines around the world.



**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