

Lau Peiwen Erwina

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Date of Birth:

29th March 1987

Residency Status:

Singapore Citizen

Language Proficiency (Spoken and Written):

English, Mandarin



Education**CPA Australia**

Completed the following professional modules:

- Ethics and governance
- Audit and assurance
- Contemporary Business Issues
- Strategic Management Accounting
- Financial Reporting

Royal Melbourne Institute of Technology (RMIT)

- Overall GPA 3.082 / 4 Bachelor of Business (Accountancy) with distinction
- Obtained high distinctions for Introductory Accounting, Macroeconomics 1, Financial Accounting and Business Statistics 1
- Obtained distinctions for Marketing Principles, Cost Management and Applications, Prices and Markets, Singapore Company Law, Corporate Accounting, Accounting Theory, Small Business and the Accountant, Ethical Issues in Accountancy and Introduction to Organizational Behaviour

Ngee Ann Polytechnic

Diploma in Electronic and Computer Engineering (Telecommunication), 2008

- Overall GPA 3.48 / 4
- Class representative from 2006-2007
- Group leader for Final Year Project “Design of PCB Embedded Passive Devices”.
- Selected to provide Ansoft software training for employee of company for this joint industrial collaboration project.

Experience

Jan 2016 –
Present

Xander Investment Management Pte. Ltd.

Finance and Compliance Executive

- Review and update Company’s internal policies (i.e. compliance manual, business continuity program manual, risk management framework manual) to ensure that policies are in-line with the current MAS regulations and guidelines.
- Perform compliance monitoring and liaise with Company’s management and IT personnel to execute FY 2016 business continuity program.
- Perform KYC/AML checks for new investors.
- Other compliance matters (i.e. update of representatives directorships and shareholdings and MAS Surveys)
- Perform quarterly financial accounts and year end statutory financial reporting.
- Perform operational matters (i.e. preparing of board resolutions, setting up of fund entity and opening of bank accounts)
- Perform payroll related matters
- Liaise with internal and external auditors

Oct 2013 –
Nov 2015

Ernst & Young LLP

Financial Services

Senior 2

- Understanding of clients' businesses - processes, internal controls and segregation of duties
- Reconciling and analyzing of financial data and reports provided by client to ensure accuracy and compliance with uniform accounting classifications
- Providing management with suggestions and input on how to improve control and audit mechanisms through insightful analysis and investigation
- Reviewing of client's preparation of financial statements and ensuring proper disclosure for the notes of the financial statement
- Ensure successful timely completion of assigned audit engagement
- Supervises and providing guidance to junior auditor
- Review work prepared by junior auditors, ensuring quality in compliance with professional standards
- Communicate with clients on the audit timeline
- Manage a portfolio of 21 audit engagements

Sept 2011 -
Oct 2013

RSM Chio Lim LLP

General Audit Associate 2

- Understanding of clients' businesses - processes, internal controls and segregation of duties
- Reconciling and analyzing of financial data and reports provided by client to ensure accuracy and compliance with uniform accounting classifications
- Providing management with suggestions and input on how to improve control and audit mechanisms through insightful analysis and investigation
- Ensure successful timely completion of assigned audit engagement
- Preparation of financial statements and preparation of charts and tables to include in reports

Jun 2009 -
2011

Shihlin Franchise at Nex Serangoon

Assistant Manager

- Assisted the franchisee in research, marketing, finance, human resources and overall operations of the store.
- Co-manage the overall start-up of the franchise which generated the highest sales among other Shihlin outlets in their first month of operation.

March -
May 2008

BHP Billiton

Temporary HR Administrator

- Performed timely update of human resource database.
- Facilitated visa applications for expatriates and employees travelling.
- Involved in the planning of orientation activities for new employees.

Skills and Interests

- Fluent in Mandarin and English
- Proficient in Microsoft Office Power Point, Microsoft Office Excel, Microsoft Office Words and GAMx
- Enjoy playing the piano (obtained Grade 8 certificate)
- Enjoy jogging, swimming, trekking and travelling