

## **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