**PERSONAL DETAILS**

Name : Chloe Pang

Address : Blk162A Punggol Central #11-59 S821162

Contact : 8777 6768

Email : pangchloe@ymail.com

Nationality : Singapore Citizen

DOB : November 3, 1982

Age : 35

Marital status : Married

**PROFESSIONAL EXPERIENCE SUMMARY**

**NCS Pte. Ltd.**

**Finance Manager (6-month Contract) (07/2016 – 03/2017)**

NCS is a member of the Singtel Group and the leading information, communications and technology (ICT) service provider with presence in over 20 countries

* Liaise with Project Team on invoicing/credit notes to Customer, PO to vendor
* Liaising with AP/vendor management on payment to vendors
* Liaising with Inland Revenue Department (IRD) payment of income tax
* Liaising with tax agent and vendor for SVAT (Supressed Value Added Tax) compliance/reimbursement of business tax
* Review monthly financial reports (both Profit & Loss and Balance Sheet) to ensure reasonableness, minimize long outstanding items in the balance sheet (eg Accrued revenue / Accounts Receivables) and identify areas of optimization in the cost structure;
* Analyze the financial performance of subsidiaries (month-on-month variances; year-on-year variances; quarter-on-quarter variances; budget vs actual);
* Work with SingTel Tax and review regional tax matters.
* Work closely with Shared Services Team, Procurement, Project Office to resolve any issues/disputes;
* Partner with Country Director/Overseas Finance Managers/HQ on annual budget and quarterly forecast submissions, review for reasonableness to ensure there is sufficient stretch to achieve AOP group target;
* Support and review monthly Country Sales Reviews and periodic forecasts;
* Monitor Accounts Receivables collection to ensure overdues are minimized and timely collections are made to achieve optimized cash flow management;
* Review Banker Guarantee Application Form and checklist with AP, Treasury and Legal;
* To undertake/assist in ad-hoc projects when necessary.

Reason for leaving:

Seeking for a permanent role.

Skills acquired:

* Ability to communicate with people at all levels
* Sensitivity to deadlines
* Excellent presentation, reporting, analytical and problem solving skills

**MORPHO CARDS (SINGAPORE) PTE LTD**

**Accountant (03/2010 – 06/2016)**

A high-technology company in the Safran group, is one of the world leading suppliers of identification, detection and e-document solutions.

* Close full set of accounts and ensure financial transactions are recorded in accordance with Singapore FRS and holding company’s policies
* Prepare monthly reporting packages to holding company
* Perform monthly P&L review and analysis
* Analyze and review payroll related journal entries and reconciliation of monthly movement schedule
* Review AR aging and follow up on long outstanding items and highlight potential collection issues to management
* Review remittances and cheques prepared by Account Assistant
* Review intercompany billing and reconciliation
* Assist in management reporting as well as budget and forecasts
* Assist in setting and implementation of company policies and procedures
* Assist in cash management and reporting
* Prepare and submit GST on quarterly basis
* Liaise with external parties such as auditors, corporate secretary, tax agents, corporate bank and other authorities on various submission
* Prepare audit schedules and financial statements in accordance with Singapore FRS
* Supervise 2 Account Assistants
* Handle any other ad-hoc duties as assigned

Reason for leaving:

Looking for a change of employment with an organisation where my experiences, ambition and determination will be highly regarded and equally rewarded.

Skills acquired:

* Ability to work independently as well as in teams, with good initiative and strong leadership skill
* Excellent presentation, reporting, analytical and problem solving skills
* Ability to work with people with different culture, background and geographical area

**PRICEWATERHOUSECOOPERS LLP**

**Senior Associate (07/2008 – 09/2011)**

**Associate**  **(03/2007 – 06/2008)**

One of accounting’s Big Four, along with Deloitte Touche Tohmatsu, Ernst & Young, and KPMG.

* Managed portfolio of jobs by scheduling the completion of all engagements under charged within the deadlines
* Discussed expectations with manager regarding timing of audit and reviewing fieldwork as well as meeting reporting requirements and deliverables
  + - Conducted risk and financial ratio analysis for all engagements
    - Worked closely with executives and other senior staff members in the planning and efficient execution of engagements
    - Developed and organised audit steps
    - Supervised staff and take an active role in the fieldwork of engagements or parts of engagements
    - Prepared, assisted in the preparation of, or review work programmes, time budgets, reports and other communications relating to engagements or parts of engagements being supervised
    - Reviewed the work of allocated staff and take responsibility for the adequacy of working papers, test results and conclusions before the files are submitted for manager’s review
* Obtained, reviewed and amended drafted annual report prepared by client to ensure the financial statements, note disclosure and other disclosures are appropriate and conform to Companies Act, FRS and IFRS
  + - Identified and liaised with manager and engagement leaders on major audit issues and worked directly with audit manager in resolving audit issues and forming proper conclusion on the accounts
    - Recommended changes and improvements on clients’ existing accounting and internal control systems and procedures
* Continually followed up on outstanding matters with client until the signed off of annual report.
  + - Prepared appraisal/feedback regarding the performance of junior staff/vacation trainees on the team

Reason for leaving:

To develop a career in the commercial sector

Skills acquired:

* Better knowledge of accounting standards and IFRS
* Strong team player with good communication and interpersonal skills
* Ability to communicate with people at all levels
* Sensitivity to deadlines
* Work efficiency and cost effectiveness

**LO HOCK LING & CO.**

**Audit Assistant**  **(04/2005 – 02/2007)**

LO HOCK LING & CO is an established public accounting firm, member of Polaris International.

* Assisted in administrative planning and preparing audit-planning memoranda for audit tasks
* Client contact and client business review for audit purposes
* Tailored audit programs to suit size, nature and complexity of audit tasks
* Communicated with senior staff regarding the audit sections assigned and agreed timelines upfront
* Conducted audit in accordance with Singapore Standards on Auditing
* Prepared consolidated financial statements with appropriate notes for a group of undertakings
* Implemented audit procedure to test the efficiency all aspects of accounting controls
* Liaison with audit manager /& partners in respect of audit issues
* Recommended changes and improvements on clients’ existing accounting and internal control systems and procedures

Reason for leaving:

To gain more exposure in international auditing firm where there is the long term opportunity to grow and advance.

Skills acquired:

* Knowledge of accounting standards and IFRS
* Importance of team work
* Build up client relationship
* Exposure to different types of accounting software

**EDUCATION**

Curtin University of Technology (Perth, Western Australia)

***Bachelor of Commerce, Degree in Accounting and Finance***, 2003 Jul - 2004 Dec

Metropolitan College (Subang Jaya, Malaysia)

***Advanced Diploma in Commerce,*** 2000 Jul - 2003 Jun

Foon Yew High School (Johor Bahru, Malaysia)

***United Examination Certificate***, 1995 Jan – 1999 Dec

**SKILLS AND COMPUTER LITERACY**

* SAP accounting software
* Lotus Notes software
* Microsoft office

**REFEREES**

Mr Stan Tan (Senior Finance Manager of SSC Ship Management)

Email: tcc525@yahoo.com

Mobile: 9336 5129

Ms Melisa Lim (Operation Controller of GKN Driveline)

Email: [melisa.lim@gkndriveline.com](mailto:melisa.lim@gkndriveline.com)

Mobile: 8228 4248

**NOTICE PERIOD**

Immediate