**PROFESSIONAL EXPERIENCE**

**ALPHA INVESTMENT PARTNERS LIMITED March 2014 – March 2017**

**(Real estate investment manager)**  **March 2011 – October 2011**

Assistant Manager

* Maintaining the accounts for a portfolio of assets and investment holding companies
* Reviewing and ensuring the accuracy of data entry and reports submitted by local/overseas administrators and Property Managers for Account Payables and Receivables
* Reviewing fund requests prepared by Property managers and providing variance analysis
* Preparing quarterly consolidated management accounts for the respective property holding company and its investment holding companies
* Preparing assigned reports/schedules for quarterly fund financial report to investors
* Preparing cash flow projection on a quarterly basis or whenever necessary to flow excess money back to Fund level for distribution to investors
* Preparing/Reviewing Singapore and overseas corporate tax computation and GST/VAT filing provided by outsourced tax agent/overseas administrators and liaising with them to resolve issues/doubts before submission to managers
* Drafting of audited financial statements, schedules and liaising with auditors for interim and year-end audit
* Assist in divestment and acquisition of properties whenever required
* Ensuring internal controls are complied with

**ASCOTT INTERNATIONAL MANAGEMENT (2001) PTE LTD July 2013 – March 2014**

**(Real estate / hospitality)**

Associate Accountant

* Maintain the accounts for a portfolio of investment holding companies
* Preparation of inter-company statement of account and bank reconciliations
* Preparation of annual budgets
* Preparation of corporate income tax computation and liaising with the tax department for related matters
* Preparation of audited financial statements and liaising with auditors for year-end audit
* Ensuring internal controls are complied with

**STRAITS (SINGAPORE) PTE LTD April 2012 – July 2013 (Commodities brokerage and trade facilitation services)**

Senior Accounts Executive

* Preparation of full sets of accounts
* Daily reconciliation and preparation of customer segregation statement
* Preparation of quarterly reports to International Enterprise and GST filing to IRAS
* Calculation of monthly commission for Introducing brokers
* Monitoring cash flow position
* Assist in monthly management reports, monthly profit and loss forecast and quarterly cashflow
* Draft of audited financial statements, schedules and liaising with auditors for year-end audit
* Preparation of corporate income tax computation
* Assist in preparation of yearly budgets
* Act as a point of contact with banks

**CMC MARKETS (SINGAPORE) PTE LTD October 2011 – April 2012**

**(CFDs trading and Forex trading provider) June 2010 – January 2011**

Finance and Payments Executive, Contract

* Accounts payables and General ledger functions
* Monthly transfer pricing and income tax calculation
* Verification and processing of staff expenses claim
* Daily reconciliation and preparation of daily customer segregation statement
* Preparation of quarterly MAS reports
* Ensure timely funding to customer’s account and process customer’s withdrawals request

**LASALLE INVESTMENT MANAGEMENT ASIA PTE LTD August 2009 – April 2010**

**(Real estate investment manager)**

Accounts Assistant, Contract

* Assisting Fund Accountants
* Drafting Financial Statements for investment holding company
* Preparation of wire instructions
* Monthly closing
* Updating cash report
* Assisting Treasury Team
* Bank reconciliation review
* Updating bank’s credit ratings
* Ad hoc duties assigned

**HIGHEST EDUCATION**

Association of Certified Chartered Accountants (ACCA) June 2007 – June 2010

* Affiliate

**PROFESSIONAL MEMBERSHIP**

Institute of Chartered Accountants

* Affiliate

**COMMUNICATION SKILLS AND COMPUTER LITERACY**

Competent in spoken and written English and Mandarin

Microsoft Office

MRI (Management Reports Integrated)

Yardi

Microsoft Dynamics AX

Some exposure to Oracle

**LAST REMUNERATION**

SGD 4,570 per month + Average 6 months bonus

**EXPECTED REMUNERATION**

Negotiable

**NOTICE PERIOD**

A few days notice