**PERSONAL PARTICULARS**

Name : Tain Teng

Nationality : Singaporean

Marital Status : Married

Mobile Phone : 91713331

Home Phone : 6524568

Email : angtaiintengt@gmail.com

Address : Rua José Florindo, 636, Paranavaí-PR

### PROFESSIONAL EXPERIENCE

**Country Garden (S) Pte Ltd May 2014 – Present**

**Singapore**

**Admin & Finance Manager**

* Responsible for finance, administration and human resource functions, reporting to regional director
* Budgeting and forecasting, financial and management reporting as well as monthly internal reporting
* Review and monitor business expenditures, cost control center strategy planning
* Liaise with external auditors on financial audit and reporting
* Work with government agencies including IRAS, CPF and Ministry of Manpower on compliance with regulatory requirements
* Human resource function including payroll, recruitment, taxes, and filling to government bodies

Achievement

* Enhance the efficiency of financial procedures by reducing the lead time required for processing payment to external parties
* Streamline internal control by effectively reducing the operating cost of $300,000 on a $2 million budgeted cost

**Posh Group Pte Ltd Jun 2009 - Dec 2013**

**Singapore**

**Finance cum HR Manager**

* Responsible for finance and human resource department, reporting to executive director
* Month-end closing, financial statements & management reporting
* Budgeting and forecasting, monthly budget against actual variance analysis
* Cash flow forecasting and planning for treasury management
* Responsible for tax computation and submission to IRAS
* Full spectrum of human resource function and compliance with government rules and regulations

Achievement

* Leading to form the finance and human resource team and successfully implement the process and procedure of the respective departments
* Effectively reduce the wastage of stock by enhancing the inventory system and therefore improve the liquidity of cash flow

**Eden Floating Palace Sdn Bhd Sep 2000 - Apr 2005**

**Johor Bahru, Johor, Malaysia**

**Finance Manager**

* Head of finance department and reporting to executive director
* Ensured statutory accounts and management accounts were timely and accurately prepared
* Liaised with external auditors on the yearly audit and financial reporting
* Worked with internal auditors on accounting and operating procedures and control system
* Responsible for treasury function of the company
* Coordinated with company department heads on budgeting and forecasting
* Fixed assets management for financial and internal control

Achievement

* Improvement of the Accounting Procedures by successfully completing and submitting financial reports within stipulated time frame
* Enhanced procedure on daily cash handling $30,000 and improved internal controls

**IWA Logistics Pte Ltd Jun 1999 - Aug 2000**

**Singapore**

**Senior Account Executive**

1. Responsible for full set of accounts including general ledger, cash book, accounts receivable, accounts payable and inter-company account reconciliation
2. Produced accurate and timely financial statements
3. In charge of the company credit control function and improved customers account receivable aging
4. Handled customer invoices, credit notes and credit advice issues
5. Prepared company GST computation for submission to IRAS
6. Coordinated with operation (export and import) department to improve accounting process such as enhanced documents flows and costing procedures
7. Ensured timely submission of CPF

**K.I.S.S. Containers Inc Jan 1996 - Jan 1999**

**New York**

**Account Officer**

1. Updated accounts receivable aging schedule to assure that customers remain within their credit limits and collected past due accounts
2. Generated and analysed monthly reports including sales, purchases, accounts receivable and accounts payable to assist principal made critical decisions
3. Maintained cash book to avoid cheques returned for having insufficient funds in the account. Prepared monthly bank reconciliation
4. Recovered under and over billed accounts by examining accounting records and contacted customers to resolve these errors

**EDUCATION**

**The City University of New York, USA Aug 1995 - Dec 1998**

**Baruch College, Zicklin School of Business**

Bachelor Degree of Business Administration in Accountancy

**SKILLS**

* Written and Spoken English and Chinese
* Proficient in MS Office
* Experience in various Accounting software