Min Ka Tan

Toronto, ON | [LinkedIn](#) | (416) 830-5822 | minka.tan@outlook.com

EDUCATION

University of Portsmouth   **Portsmouth, UK**
BA (Hons) Accountancy and Financial Management   *2012*
- *Second-Class (Upper) - (equivalent to >3.3 GPA)*

WORK EXPERIENCE

Kerry Group   **Beloit, US**
PMO Manager   *11/2018 – 08/2021*
- Coordinated all test activities with different SAP functional leads; analyzed requirements and identified test scope & test scenarios; created excel and PowerBI dashboard on the test result and defects; attained 98% UAT pass rate for all releases.
- Established multiple PMO's metrics for weekly status and metrics meetings; reviewed and prioritized project deliverables; assisted in resource allocation for up to 150 resources; project deliverables were 85% on time and within budget.
- Launched a web-based data application tool with 3 business analysts; provided technical & analytical support to business users on data submission; reduced project's timeline by 6 weeks with automation and data validations primarily using SQL.

Kerry Group   **Johor Bahru, Malaysia**
Financial Planning & Analysis Lead   *04/2016 – 01/2018*
- Partnered with country's finance directors and managers on regional annual price increases; analyzed market trends/commodity movement during the processes; recommended actions that led to year-on-year $ 8 million profitable growth through strategic price increases.
- Created monthly commercial financial decks/dashboards to business unit and regional GMs; advised and provided analytical insight to the CFO and Finance Director on key regional above margin metrics.
- Maintained accuracy of revenue & COGS data across multiple systems through monthly reconciliation; uploaded up to 3000 lines of monthly adjustments with IT; managed and classified all exceptions into the correct business unit and technology.

Kerry Group   **Johor Bahru, Malaysia**
MDM Regional Lead   *12/2013 – 04/2016*
- Managed a lean MDM team of 6 on both day-to-day & project activities; managed to keep the SLA up to 90% and never missed project data submission deadline.
- Collaborated with superusers on data defects resolution; aligned master data with superuser's data templates; kept average data errors as low as 4%.
- Initiated process and procedure changes to continuously improve data quality; managed to keep data mostly aligned with the business requirement and governance; kept regional SLA to less than 3 days.

Kerry Group   **Johor Bahru, Malaysia**
Accountants, Management Accounting   *09/2012 – 01/2018*
- Maintained projection and budget for site up to $25million per year; analyzed monthly direct and indirect factory costs; summarized and highlighted exceptions or risks of running over budget to the factory managers.
- Enforced inventory management processes on-site; improved plant's yearly inventory accuracy by 20%.
- Managed factory's complete month-end cycle; reviewed and analyzed factory cost; post journal and accounting adjustments; supported and provided training at the newly acquired site after 9 months of strong performance on the team.

SKILLS & LANGUAGE

Computer: Microsoft Office 365 (Excel, Power BI, Planner, Power Automate, etc), SQL, SAP (MDG, MM, SD, BI), Salesforce, OLAP, Basic R Studio, HPQC ALM, HTML, CSS, JavaScript

Certificate: Google Data Analytic; Scrum Master by LearnQuest; Web Design by University of Michigan, AWS Certified Cloud Practitioner

Language: Fluent in English & Mandarin