Last Updated: 17 Apr 2017

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| Expected Salary :  **SGD 6,000** | **Elaine Cheah**  Assistant Finance Manager at Aviva Asia Pte Ltd   |  |  | | --- | --- | | Experience | 9 years | | Previous | Assistant Manager  Arrow Electronics (S) Pte Ltd | | Education | Universiti Sains Malaysia  Bachelor's (2008) | | Nationality |  | | PR |  | | Mobile No. | 93379107 | | Email | cheahpf@gmail.com | | Age | 32 years old | | Location | Petaling Jaya | |

**Experience**

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| --- | --- |
| Feb 2016 - Present  (1 year 2 months) | **Assistant Finance Manager**  Aviva Asia Pte Ltd |  Position level Higher Sec  - supervise daily finance operation activities  - supervise AP team to ensure invoices are processed accurately and in compliance with company policies and tax/regulatory requirements  - ensure timely and accurate month-end financial close  - key point of contact for audit & tax matters for SG HQ, HK branch and Indonesia Rep office  - review monthly cash flow forecasting, month-end journals, quarterly GST return and MAS return  - responsible for monthly variance analysis |
| Feb 2014 - Oct 2015  (1 year 8 months) | **Assistant Manager**  Arrow Electronics (S) Pte Ltd |  Position level Higher Sec  - supervise a team of four accountants  - supervise the day-to-day operations of the finance team for subsidiaries/division in Malaysia, Thailand, Philippine, Vietnam & Indonesia.  - in charge of MY GST project, from implementation to the monthly GST filing  - lead the country finance operation and ensure compliance with US GAAP, Local GAAP, tax, SOX and other statutory requirements  - support all corporate and statutory compliance topics, including but not limited to (a) external & internal audit/tax/SOX review; (b) preparation and filing of relevant corporate tax returns and other tax related matters  - manage the month-end closing process to conform with company policy, and to review and analyze general ledger details to ensure all relevant accounting transactions have been properly recorded  - preparation/plausibility checks on movement schedule for all relevant balance sheet & income statement account, and manage the cash flow and bank reconciliation on a timely manner;  - actively participate in Oracle system migration project  - any other ad-hoc projects as assigned |
| Jan 2013 - Dec 2013  (11 months) | **Accountant**  Banyan Tree Investments Pte Ltd  Position level Higher Sec  - Supervise a team of two (assistant accountant and account assistant)  - review of tax filing and tax returns for submission to Singapore tax authorities  - ensure implementation and proper execution of internal controls set by the management and the regulatory authorities  - cash flow management  - preparation of budgets and quarter forecast  - liaise with auditors, tax authorities and other relevant government departments  - review of monthly financial reports and ensure timely submission for group consolidation purposes  - review of quarterly GST returns  - assist in group tax computation  - other ad hoc task |
| Jul 2012 - Dec 2012  (5 months) | **Finance Manager**  Edaran Pte Ltd  Position level Higher Sec  - Supervise a team of four (2 accountants and 2 executives)  - review on financial statements which prepared by accountants  - review on project costing/project accounting  - liaise with bankers on trade facilities and other external parties (ie creditors, corporate secretary, solicitor and auditors)  - prepare financial reports for management (ie cash flow projection and budget)  - provide recommendations to improve on financial performance after analysing and interpretation of financial data  - involved in implementation and customisation of new ERP system (Open Bravo)  - participate in contracts review particularly in areas where there is a financial impact  - involved in the business and advises management and operational managers on business decisions, internal controls and areas for improvements |
| Sep 2010 - Jun 2012  (1 year 9 months) | **Audit Senior**  Ernst & Young LLP  Position level Cerf/Dip  - lead and assist in the statutory audit of public listed, statutory board, privately held companies and a multi-national company  - advised clients on accounting and industry developments and recommended improvements to the presentation of financial statements  - recommended improvements on the internal controls  - lead in the audit of Singapore subsidiary companies in United States. |
| Oct 2008 - Jul 2010  (1 year 9 months) | **Senior Associate**  SJ Grant Thornton  Position level Cerf/Dip  - lead and assist in audit of public listed companies, privately held companies and multi-national companies.  - lead in the audit of a Malaysian subsidiary company in China.  - actively involved in preparation of consolidation financial statements.  - have experience in auditing industries such as manufacturing, education, non-profit organisation, trading and construction.  - in charge of audit planning, fieldwork until issuance of audited report. |

**Education**

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| 2008 | **Universiti Sains Malaysia**  Bachelor's  Major Accounting  CGPA 2.93/4 |

**Skill**

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| Advanced | Analytical Skills, Problem Solving |

**Languages**

**(Proficiency level: 0 – Poor, 10 - Excellent)**

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| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 10 | 8 | - |
| - | 8 | 8 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 6,000

Preferred Work Location , ,

Other Information

- Malaysian (Singapore PR holder since March 2012)

**About Me**

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| --- | --- |
| Gender | Female |
| Address | Blk 13, Lorong 7, Toa Payoh, Petaling Jaya, 310013, |