## PERSONAL DATA



Name : Lim Kim Yan

Age : 33

NRIC : S8435345J

Citizenship : Singapore

Marital Status : Married

Language : English, Mandarin, Hokkien

## EXECUTIVE SUMMARY

* 11 years of experience in big 4 audit and managerial role in Asia Pacific Regional Hub
* Experienced in SAP migration and implementation, streamlining of processes, improving efficiency and productivity.
* Knowledgeable in areas relating to audit, month end closing, management accounting, budgeting and forecasting, accounts payable, fixed assets, inventories, cost centres and cycles.
* Specialise in financial modelling and good reporting excel skills

## ACADEMIC RECORD

Jul 2003 – Jun 2006 : Bachelor of Accountancy, Nanyang Technology University (NTU)

Jan 2001 – Dec 2002 : GCE ‘A’ Levels, Jurong Junior College (JJC)

Jan 1997 – Dec 2000 : GCE ‘O’ Levels, Bukit Batok Secondary School (BBSS)

## PROFESSIONAL QUALIFICATIONS

2010 : Institute Certified Public Accountants of Singapore (Membership no: NP 18558)

2011 : Awarded Certificate of competency with Merit for the Business Analytics & Reporting (BAR)

Programme by ICPAS.

**CURRENT WORK EXPERIENCE**

**Company : Edrington Singapore Pte Ltd**

**(Asia Square Tower 2)**

**Role : Finance Manager**

**Period : July 2014 to Current**

Description of responsibilities

* Act as business partner to the business units and work closely with the respective finance analyst for budgeting and forecasting exercise
* Work closely with financial analyst to prepare annual budget, cashflow forecast and routine reports for the Group
* Supervise and coach a team in execution of their respective roles and function in the GL and AP team.
* Approved monthly payments to the vendors
* Oversee month end closing activities
* Responsible and review GST reporting, balance sheet reconciliation, weekly cashflow forecast, etc.
* Responsible for financial, statutory reporting and provide analysis for management review
* Handle all audit (internal/external), tax (including GST), treasury and corporate secretarial matters
* Assist Finance Controller to ensure operations are in compliance with Group policies

Achievements: Leaded the GL team to engage in the company’s growth from a distribution company to a Asia Regional Hub in a short timeframe of 6 months. Successfully lead the team to SAP Project Integra.

**PREVIOUS WORK EXPERIENCE**

**Company : BASF South East Asia Pte Ltd**

**(7 Temasek Boulevard, #35-01** Suntec **Tower One, Singapore 038987)**

**Role : Assistant Finance Manager**

**Period : May 2011 to June 2014**

Description of responsibilities

* Report to Finance Director in local activities with support from shared service center in Kuala Lumpur (KL).
* Collaborate with KL shared service center on all finance activities.
* Liaise with external auditors during the year-end audit
* Perform reporting, financial analysis and preparation of the financial statements to headquarter in Germany
* Lead annual stocktake with collaboration with supply chain, business units and outsourced warehouse.
* Provide financial advice and expertise to Business Units Controllers in Singapore and Hong Kong in a business partnering environment.
* Engage in leading finance activities for month end closing, fixed assets, cost center and cycles, preparing GST and inventory management during job rotation.

Achievements: Participated as a member in successfully implementing projects like SAP system upgrades, optimisation projects to streamline processes to improve efficiency and cost savings within Finance and knowledge transfer of finance activities to shared service center.

**Company : Maritime and Port Authority of Singapore (460 Alexandra Road #18-00 PSA Building)**

**Role : Management Accountant**

**Period : Jan 2009 to April 2011**

Description of responsibilities

* Assist in the preparation of the Financial statements and year-end Board meeting
* Liaise with the external auditors during the annual year-end audit
* Lead the System Implementation of the Business Planning and Consolidation (BPC) System for the annual budget exercise within a short time frame
* Collaborate with various departments and outsourced consultants on testing and problem solving to ensure successful implementation of the budget system.
* Handle end users feedbacks and provide trainings during the launch of the BPC system
* Responsible for financial planning, reporting and budgeting activities; lead to develop and implement the company’s annual operating and capital budgets as well as periodic budget reviews and financial projections
* Prepare and analyse monthly management reports and monitor operating and capital expenditure against budget
* Filing the Quarterly GST returns
* Monitor the cashflow and expenditure for government projects (i.e PPT and Tuas Port)

Achievements: Leaded and successfully implementing the BPC system within the targeted timeframe and problem-solved all issues together with the guidance of the Finance director and SAP consultant.

**Company : Ernst & Young (One Raffles Quay #18-01 North Tower S048583)**

**Role : Audit Senior**

**Period : July 2006 to Dec 2008**

Description of responsibilities

* Portfolio includes clients in the food and beverage industry (Mcdonald Restaurant) and (QAF Limited), law firm (Drew and Napier), manufacturing industry (Stamford Tyres Corporation & Eng Kong Corporation Limited) and MNCs (NSK and Greif Singapore Pte Ltd)
* Lead a team to audit and gain exposure in various large and professional firms
* Expose to accounting software (Oracle, SUN, SAP etc) during audit fieldworks

**Company : BDO Raffles (5 Shenton Way #07-01 UIC Building, S068808)**

**Role : Professional Attachment**

**Period : 6 months**

Description of responsibilities

* Assign to the Business Transaction and IPO Service Department as an audit assistant to support the seniors during fieldworks.

**SKILLS**

Microsoft Excel (high interest and good in automating reports to increase efficiency),

Microsoft Visual Basic Macro (Automate templates by incorporating Macro),

Microsoft Words,

Microsoft PowerPoint,

Microsoft Access,

SAP system, SAP BPC system, SAP business warehouse,

Cognos system,

BI and BW system,

Mainframe system.

Referee #1:

Name of Referee: Lee Yenling

Current Designation: Manager (BASF South East Asia)

Mobile no/DID: 97957007

Email Address: yenling.lee@basf.com.sg

Working Relationship: Reporting Manager

Referee #2:

Name of Referee: Ang Chin Chin

Current Designation: Assistant Director (MPA)

Mobile no/DID: 92290573

Email Address: chinchinjoan@gmail.com

Working Relationship: Team leader for SAP project migration