

LIEW SEE MIN, MANDY

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* Date of Birth :10th June 1982
* Nationality : Malaysian
* Permanent Residence : Singapore
* Gender: Female
* Martial Status : Single
* Language : English, Cantonese, Mandarin, Bahasa Melayu and Hakka

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| objective | | | |
|  | Looking forward for a position in reputable organisations that provide growth opportunities by utilizing my experience and skills in financial planning & analysis & internal & external audits | |
| PROFESSIONAL PROFILE | | | |
| * Independent, self starter , highly motivated and a   team player   * Meticulous and ability to multi- task in a   complex structure   * Responsible and able to work under pressure * Strong technical and analytical skills with   intermediate to advanced excel skills   * Innovator with the ability to present out-of-the-   box solutions/ideas   * People person with strong flexibility and   adaptable to change   * Good project management and managing   expectation, stakeholders and timeline  constraints   * CPA Australia | |
| ACHIEVEMENT | | | |
|  | Outstanding Employee Award for 2015  Promotion from Finance Consultant to Assistant Manager in Year 2015  Lean Six Sigma – Yellow Belt Certification | |
| Experience | | | |
|  | Aug-13 – Present HanBaoBao Pte Ltd (Licensee of McDonald’s)  Assistant Manager Finance (Financial Planning & Analysis)   1. Drive monthly forecasting and participate actively in budget planning process from zero based budgeting approach 2. In charge of rolling forecast on forward planning on financial commitment  * Drive P&L efficiencies through effective partnering with key stakeholders by aligning perspective on operational efficiencies and P&L output  1. Enhance all local management reports to enable management in making sound business decisions 2. Improvement in current process and uses automation to help in generating more consistency in the reports 3. Business partnering with cross functional teams and participate in various initiatives to drive efficiencies and improvement in business performance gather information to assist management decision 4. Established strong business partnering with stakeholders 5. Prepare regular financial and management reports for management review and timely submission to regional and management 6. Monitor CAPEX allocations to ensure that allocations are within Plan 7. Actively participate and support in month end closing with Corporate team and Controller   Mar 2011 – Jul 2013 Jetstar Asia Airways  Financial Analyst   1. Computation and perform financial analysis of route profitability and costing for Management reporting 2. Perform monthly management reports and variance analysis against budget, actual and forecast 3. Build and evolve current management reporting and analysis capabilities and efficiencies. 4. Monthly forecasting 5. Budgeting 6. Interpret and perform cost/benefit analyses 7. Providing monthly financial information and analysis for engineering & maintenance unit, sales, marketing and commercial department 8. Review of Monthly Profit & Loss 9. Involve in month end closing for fuel expenses and market derivative and ensure accruracy 10. Generate monthly HOD report 11. Generate crew commission schedule to HR 12. Gathering and analysing on board sales 13. Ad hoc analysis and financial simulations as assigned   June 2008 – Mar 2011 SAFRA National Service Association  Internal Audit Executive   1. Conduct financial and operation audits for SAFRA HQ and Clubs to determine adequacy and effectiveness of internal controls 2. Conduct surprise checks on cash, inventories and other company assets 3. Document and maintain audit work papers and files for all audit tasks and review carried out 4. Submit audit report findings and recommendations 5. Follow up on implementation of agreed actions by auditees 6. Any other duties as assignment by management 7. Performs any other ad-hoc duties as assigned by Manager | |
|  | 2007– June 2008 Tan, Teo & Partners PAC  Audit Senior   1. Auditing of financial statements of a wide range of companies veering various industries and in the process responsible for the planning, execution, coordination of the audit of financial statements, ensuring compliance with reporting requirements imposed by legislations, auditing and accounting standards, before final review by the audit partner 2. Dealings and providing basic advice to clients whilst conducting the audits 3. Assisting the audit partners in handling other special job assignments requiring the exercise of professional knowledge and skills 4. Provided tax services | |
|  | 2005– 2006 Lim Su Chung & Co  Audit Semi -Senior   1. Assisting audit senior and manager to prepare audit schedules , perform audit compliance and substantive tests and to draft financial statements of small to medium sized companies 2. Provided accountancy and secretar ial services when necessar 3. Provided tax services | |
| Education | | | |
|  | 2012 CPA Australia   * CPA Program   2002–2005 Curtin University, Sarawak   * Bachelor Of Commerce , Accounting & Finance | |

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| COMPUTER SKILLS | | |
|  | Oracle, ERP(In-house),MSIS, SAS Budgeting tools, Pivot skills, SAFRA in house system, Advanced Excel Skills, Access, MS Word, Powerpoint, UBS , Tax Office, Quickbooks and MYOB. |
| REFERENCES | | |
|  | Ho Wai Meng  Business Controller Finance in HanBaoBao Pte Ltd (Licensee of McDonald’s)  9747 5641  Chiah Chai San  Financial Controller in HanBaoBao Pte Ltd (Licensee of McDonald’s)  9826 6010 |

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| salary | | |
|  | Current Salary : $5,625 + AWS + Variable Bonus |

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| AVAILABILITY | | |
|  | 2 months notice |