## **Curriculum Vitae**

#### **Name : Lee Pei Wah**

#### **NRIC :** S7966431F

#### **Nationality :** Malaysian / Singapore Permanent Resident

#### **Address :** Block 418, Bedok Avenue 2, #03-89 Singapore 460418

#### **Mobile :** +65 8180 7798

#### **E-Mail :** [peiwahlee@yahoo.com](mailto:peiwahlee@yahoo.com)

#### **Written Languages :** English, Chinese, Malay

#### **Spoken Languages :** English, Chinese, Malay

#### **Race :** Chinese

##### Professional Qualification

* Member of Institute Singapore of Chartered Accountant, ISCA
* Associate member of Chartered Institute of Management Accountant, ACMA
* Global Chartered Management Accountant, GCMA

##### Educational Background

* Chartered Institute of Management Accountant (CIMA) Professional Certification
* London Chamber Commercial Institute 3rd level (LCCI)
* S.P.M. “O” Level, Keat Hwa Secondary School, Malaysia

##### Achievement

* I was awarded The S Laurence Gill Prize for achieving the world highest mark in Financial Accounting Paper during my first attempt in November 1997 CIMA examination.

##### Working Experience

**Hawksford Singapore Pte Ltd**

A corporate service providers providing services on company formation, accounting, tax and payroll services to clients both in Singapore and outside Singapore.

Date : July 2012 until now

Position : Accounting and Tax Senior Manager

* I would liaise with clients to provide quotations, and consultancy advice in relation to preparation of the company’s full sets of accounts, compilation reports, corporate tax, Goods and Services Tax (GST), withholding tax, individual tax as well as payroll service.
* The consultancy services provided is to assist companies incorporated in Singapore to comply with ACRA, IRAS and CPF rules and regulations.
* I am leading a team of more than 10 staffs within the Accounting and Tax department and reporting to Chief Operating Officer.
* As a senior management of company, I am also a member of Company Risk and Regulatory Compliance (CRRC) committee as well as sub-committee reviewing and overseeing the overall risk associated with clients on boarding and other operational risk
* I am also actively involved in the strategy development of the department and the team
* I also provide training to the staffs with regards to specific tax and payroll topics as this improves the sharing of information.

**Standard Chartered Bank, Singapore**

A full licensed bank in Singapore providing financial services to retail and corporate customers

Date : March 2010 until June 2012 (2.33 years)

Position : Finance Manager

* I was responsible in closing month-end and year-end for the Corporate Real Estate Services (CRES) department and ensure that reporting deadlines are met. I was reporting to Regional Senior Finance Manager and to the Head of CRES who was also the head of department.
* I was involved in the preparation of the Bank’s annual property budget and quarterly rolling forecast to Group within tight deadlines.
* I was the business partner of the real estate and facility management operations team in order to assist them in analyzing the cost spent against budget and to explain on the variances in management reporting.
* I was assisted by a Finance Officer who was responsible in processing daily invoices payment and preparation of accounting journals

**KPMG LLP Singapore**

An international public accounting firm specialized in audit, tax and advisory services.

**Date :** February 2006 until January 2010 (4 years)

**Position :** Assistant Manager

My audit clients were mainly financial institutions, merchant banks, a listed group of real estate companies and a government linked group of media companies.

* I managed portfolio of audit engagements independently with minimal supervision from managers and partners.
* I planned, organized, supervised and allocate audit field work to junior associates and monitored the progress of the audit engagement.
* I identified critical and significant audit risk areas and developed a detailed audit plan for engagement managers and partners.
* I conducted walkthrough interviews with senior management personnel to understand business processes, risks and controls. I walked through the processes and assessed the effectiveness of the controls implemented. I reviewed control testing performed to ascertain that the effectiveness of control and reported on control deficiencies identified.
* I had exposure in performing a bank’s walkthrough processes which include treasury, trade finance, loan, risk control, settlement, accounts, as well as compliance and regulatory reporting.
* I had experience in performing bank overall compliance and regulatory reporting based on KPMG regulatory audit program
* I was in charged for financial statements audit. This includes checks performed on the comprehensive income statement, statement of financial positions as well as all the disclosure notes in the financial statements. I reviewed the financial statements to ensure the compliance with accounting and auditing requirements.

**The Ascott Group Limited**

A public listed company in Singapore specializes in provision of services in service apartments in Asia Pacific as well as in Europe countries.

**Position :** Associate Accountant

**Date :** May 2005 to Jan 2006 (0.5 years)

* I was responsible in keeping full set of accounts for companies within the group of which their principal activities were investment holdings, property developments and retail malls.

**DXN Holdings Berhad and its subsidiaries**

A public listed company in Malaysia, which activities are manufacturing and distribution of food supplements and health care products.

**Position :** Assistant Manager

**Date :** May 2003 to April 2005 (2 years)

* I was responsible in the preparation of group consolidated accounts and quarterly announcements reports in accordance to listing requirements. This includes review on foreign subsidiaries financial reports, coordinate with overseas finance team and auditors.
* Reporting directly to Financial Controller.
* I was also involved in product costing and pricing, implementation of budgetary control system for the group.

**Goodwill Southeast Asia Sdn Bhd**

A subsidiary of a public listed company in Taiwan, which activities are manufactures and distributes electronics instruments.

**Position :** Finance Executive

**Date :** Mar 2000 to April 2003 (3 years)

* I was responsible in handling full set of accounts includes general ledger, account payables and accounts receivables. I prepared monthly management reports such as product profitability report, sales analysis and provide variance explanations against forecasted sales for management information. I liaised with auditors, tax agents and bankers in daily operational matters. I reported directly to Managing Director.