1. **PERSONAL PARTICULARS**

Name : Wendy Ngoh

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E-mail : wendyngoh@hotmail.com

Nationality : Singapore Citizen

Race : Chinese

Sex : Female

Language Proficiency : English and Chinese

1. **WORK EXPERIENCE**
   * Regional Manager – Inside Secure Asia Pte Ltd / Wisekey
   * Finance Controller – Ingenico International Singapore Pte Ltd
   * Financial Accountant – Citco Fund Services Singapore Pte Ltd
   * Accountant – Breadtalk Pte Ltd
   * Accounts Executive – Behringer Holdings Pte Ltd
   * Accountant – Enspire Capital Pte Ltd
   * Senior Accountant & HR Executive – Ando Electric Singapore Pte Ltd
   * Accounts Executive – MPL Pte Ltd
   * Accounts Assistant – Nedlloyd Lines Singapore Pte Ltd

## *From Sept 2014 – Present*

## *Regional Manager / Senior Business Analyst*

## *Job description in Inside Secure Asia Pte Ltd / Wisekey (Manufacturing/Payment)*

1. Overseeing APAC financial reporting.
2. Consolidation of forecast and budget.
3. Opex & Capex forecast.
4. Monthly accrual, verify and approve invoice payment.
5. Treasury management, HSBCnet authorizer.
6. ECI & Corporate tax.
7. Statutory, R&D Survey.
8. GST, VAT filing
9. Oversee Accounts Payable & Receivable.
10. Conduct APAC bi/annual external & internal audits.
11. Support Asia President, sales teams and key customers.
12. Follow up with new leads in via SFDC; NBO consolidation.
13. Monthly sales forecast variance & budget consolidation.
14. Support & prepare materials (PPT) to each quarterly business review in APAC.
15. Preparation of NDA for customers, employee.
16. Production of insightful analytics to drive a strong understanding of worldwide (US/EMEA/APAC) customers.
17. Ad-hoc analyses as needed for senior management.
18. Booking, billing and backlog analysis. Challenge the sales forecast versus production capacity and cycle times.
19. Weekly booking, MTM, YTY variance analysis of actual vs forecast, budget with commentary.
20. Monthly payroll & matrix reporting. Leave management.
21. Consolidate performance appraisals & management by Objectives (MBO).
22. Manage compensation plans, commission and incentives.
23. Prepare appointment, confirmation, salary increases and bonus letters;
24. Work with group HR on compensation and benefits.
25. Maintain office policies, handbook & health insurance.
26. IR8A, IR21, EP & DP application.
27. Secretarial support to Director.
28. Work with local agencies and provide administrative support to staff.
29. Liaise with Corp Sec & Lawyers for all necessary board resolutions.
30. ACRA filings and all legal matters.
31. Liaise with vendors. Ensure smooth running of events.

***From Sept 2010 – Jun 2014***

## *Finance Controller*

## *Job description in Ingenico International (S) Pte Ltd (Manufacturing/Payment)*

1. Management, Statutory, Revenue Flash & Group BFC Reporting and controls clearing
2. Forecast & Budget.
3. APAC Cash Management, HSBCnet power user.
4. APAC inter-company recharge, BO ICS reconciliation.
5. Oversea Accounts Payable & Receivable.
6. Deferred Warranty release & reconciliation.
7. Daily & Monthly cash flow reports, Bank reconciliation.
8. Correspond with oversea Inter-companies.
9. Corporate Secretaries documentations.
10. HR matrix reporting, IR8A, CPF, Annual & Medical leave and insurance matters.
11. HR, Leave & Payroll system implementation, Process Payroll, EP Tax Clearance.
12. GST reporting, Withholding tax filing.
13. Tax returns & internal/external audits.
14. Operating Expense Analysis.
15. Balance sheet reconciliations.
16. SAP improvements for finance & production functions.
17. Supervise and act as back up for AP & AR team.

## *From July 2008 – Aug 2010*

## *Financial Accountant*

## *Job description in Citco Fund Services Singapore Pte Ltd (Financial Institute)*

## Prepare & Review full sets of accounts.

1. Tax & Deferred Tax computation.
2. Accounts Receivable & Accounts Payable.
3. Client Billing & Inter-Company costplus recharge, interco reconciliation.
4. Statutory & Management Reporting, Cashflow Reports.
5. Forecast & Budget, Actual vs Budget variances.
6. Correspond with oversea Inter-companies.
7. Monitor and processing employee timesheets.
8. Process employee claims, Payroll verification & Journal.
9. Financial Modeling (Cost, Hours by Line of Business)
10. Bank reconciliation, GST reporting.
11. Balance Sheets Reconciliation.
12. Cash Flow Management. MAS reporting

## *From May 2007 – June 2008*

## *Accountant*

## *Job description in Breadtalk Pte Ltd (F&B)*

1. Prepare & Review full sets of accounts.
2. Tax & Deferred Tax computation.
3. Accounts Receivable & Accounts Payable.
4. Inter-Company Recharge Billing.
5. Management Reports, Cashflow Reports, Financial Analysis.
6. Forecast & Budget, Actual vs Budget variances, Analyze outlets performance.
7. Correspond with Taiwan Office, handle customers’ complaints.
8. GM reports, shareholders’ meeting reports and presentation materials.
9. Supervise 3 finance & admin staff.

## *From Feb 2006 – April 2007*

## *Accounts Executive (1 year contract)*

## *Job description in Behringer Holdings Pte Ltd (Manufacturing)*

1. Preparing full sets of accounts for Australia, Japan and BVI subsidiaries.
2. Accounts Receivable & Accounts Payable.
3. Inter-Company Recharge Billing.
4. Management Reports, Weekly Cashflow Reports, Financial Analysis.
5. Forecast & Budget, Actual vs Budget variances, Analyze Sales sub performance.
6. Correspond with Oversea Office.
7. Computation of Salesmen Commission, Australia’s VAT.
8. Review other subsidiaries accounts.
9. Assist in Consolidation of Accounts, Consol PPE, Calculation of Unrealized Profit.

## *From Sept 2003 –Jan 2006*

## *Accountant*

## *Job description in Enspire Capital Pte Ltd (Investment Holding)*

1. Preparing full sets of accounts for wholly owned and other investee companies.
2. Trial Balance, P& L, Balance Sheet, Management Reports, Cash Flow Reports.
3. Bank reconciliation, GST reporting.
4. Correspond with Oversea Office, Customers, Company secretary, Auditors etc.
5. Monthly Forecast and Yearly Budget.
6. Arrange monthly Management/Board meeting, Prepare minutes.
7. Prepare Directors’ Resolution for Overseas Company (BVI, Mauritius).
8. Settlement of investment transaction and IPO placement shares, Update of share investment portfolios, Ensure receipt of shares certificate for all investment.
9. Prepare promissory note for loan, warrant certificate, due diligence.

***From Jan 1998 – Dec 2002***

## *Senior Accountant & HR Executive*

## *Job description in Ando Electric Singapore Pte Ltd - Japan (Manufacturing/Services)*

1. Day-to-day entries up till Balance Sheet (Full set of accounts/Management Reports).
2. Bank reconciliation, Petty Cash, AR & AP Credit Control function.
3. Supervision of administration staff.
4. Human Resource matters, Payroll/IR8A, medical & Leave records, Company and Employee Insurance, arrangement for Employment and Dependent passes, Apartment, Lease negotiation matters etc.
5. Personnel duties like recruitment and training of new staff, updating personnel correspondence and personal assistant to Director.
6. Reporting of GST.
7. Correspond with Oversea Office, Customers, Company secretary, Auditors etc.
8. Monthly Forecast and Yearly Budget.

***From Sep 1996 – Dec 1997***

***Accounts Executive***

***Job Description in MPL Pte Ltd (Trading)***

1. Preparing full set of account for the company and new subsidies company.

- Day to day entries. (Cash Book and Petty cash)

- Bank and inter-company reconciliation.

- Preparing outstanding bills and sales statement.

- Journal Entries, Trial Balance, Profit and Loss account and Balance Sheet.

2. Prepare Letter of Credit Negotiation, Cash Flow.

3. Correspond with Oversea office, customers etc

4. Reporting of GST.

***From: April 1990 – Sept 1996***

***Accounts Assistant***

# **Job Description in Nedlloyd Lines Singapore Pte Ltd (Shipping)**

1st year (Partially Manual)

- Compile and prepare different forms for submission to regional office.

- Analysis of Transport Expenses. Drawing of chart for management reference.

- Calculation of commission (charges to agents).

2nd to 3rd year (Computerized - on trial-run)

- In charging revenue manifest and costs analysis.

- Admin Job in Far East Computerized Department.

4th to 5th year (Fully computerized)

- Full set of accounts for the subsidiary company.

5th till 7th year (Regional Office)

- Reporting to Financial Controller.

- Analysis on closing reporting figures for South East Asia agents (including revenue and costs) topping up if necessary.

- Reporting (Management, revenue and costs).

- Corresponds with South East Asia agents.

1. **EDUCATIONAL QUALIFICATION**

**Qualification**

* ACCA II
* Higher Diploma in Accounting
* GCE “A” Level Certificate
* GCE “O” Level Certificate

Other Excel XP Advance

Courses Financial Modeling using Excel 2007

ACCPAC (Dos) Version 6.1

Easypay (Dos) & (Win) Version

eAccpay (Web-base)

Business Writing (Workshop)

High Impact Communication Skills

Elementary Typing

Recruitment Interview & Selection Techniques

Mauritius International Financial Services Seminar

Communication & Relationship Management (WDA)

Effective Cash Flow Management, Budgeting and Analysis

**Accounting Software:** SAP ECC6, SAP BFC, COGNOS TM1, ICS, Flash, CODA, CODA IAS, ACCPAC (Dos & Win), Pocioli, QuickBook Pro, Synergix, ERP Axapta, MPC GEAC (Budgeting & Forecasting), Business Object, INFOR BI (Business Intelligence).

**Payroll & HR Software:** Easypay (Dos & Win), eAccpay (Web based), SAP HR.

**Other Software:** MS 2013 Excel, Words, Powerpoint, iCorp timesheet, PLM (Product Lifecycle Management), Notilus, Sharepoint, SalesForce.com.