Last Updated: 8 May 2017

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| Expected Salary :  **SGD 7,500** | **Han Xiao Tan**  Finance Manager at KPMG Services Pte. Ltd. (Previous)   |  |  | | --- | --- | | Experience | 10 years | | Previous | Finance Manager  Kim Heng Marine & Oilfield Pte Ltd | | Education | Nanyang Technological University (NTU)  Bachelor's (2007) | | Nationality |  | | Mobile No. | 97833980 | | Email | hanxiao\_tan@yahoo.com.sg | | Age | 32 years old | | Location | Singapore | |

**Experience**

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| May 2016 - Apr 2017  (11 months) | **Finance Manager**  KPMG Services Pte. Ltd.  Position level Higher Sec  Monthly Salary SGD 7,500  • Liaised with auditor, secretarial agent and government agencies to ensure compliance of all statutory and regulatory requirements  • Assisted in systems implementations/ integrations and other project work |
| Sep 2015 - Apr 2016  (7 months) | **Finance Manager**  Kim Heng Marine & Oilfield Pte Ltd |  Position level Higher Sec  Monthly Salary SGD 7,500  • Assist CFO in daily financial matters  • Oversee finance department  • Review and analyse consolidated financial statements of the Group  • Liaise with auditor, tax agents, secretarial agent and government agencies to ensure compliance of all statutory and regulatory requirements  • Assist in budgeting, costing, cash flow management of the company  • Preparation of regular financial and analysis reports, other reports and presentations required by management  • Assist in quarterly reporting to SGX  • Assist in costing, systems implementations/ integrations and other project work |
| Jul 2014 - Aug 2015  (1 year 1 month) | **Manager, Business and Corporate Services Outsourci**  KPMG Advisory Services Pte. Ltd.  Position level Higher Sec  Monthly Salary SGD 7,200  • Assisted clients in their outsourced accounting function such as bookkeeping, consolidation and preparation of statutory financial statements.  • Managed, coached and supervised team of staff to ensure timely completion of bookkeeping and accounting requirements of clients within agreed reporting timelines with clients.  • Secondment to client's Finance department to assist on financial reporting requirements. |
| Jun 2013 - Jun 2014  (1 year) | **Assistant Manager, Business and Corporate Services**  KPMG Advisory Services Pte. Ltd.  Position level Cerf/Dip  • Assisted clients in their outsourced accounting function such as bookkeeping, consolidation and preparation of statutory financial statements.  • Managed, coached and supervised team of staff to ensure timely completion of bookkeeping and accounting requirements of clients within agreed reporting timelines with clients.  • Secondment to client's Finance department to assist on financial reporting requirements.  • Involved in training of XBRL software to the audit function. |
| Jul 2007 - May 2013  (5 years 10 months) | **Associate - Assistant Manager, Audit**  KPMG Services Pte. Ltd.  Position level Cerf/Dip  • Assisted in the planning, execution and completion of statutory audits (including consolidation and group reporting) for clients in various industries, such as food manufacturing, healthcare, statutory board, defence & engineering, port and maritime, media, trading and investment holding.  • Coached and supervised a team of audit associates to ensure timely completion of audit within budgeted time frame.  • Managed and coordinated audit engagements to ensure timely reporting and completion of audit according to planned timeline.  • Secondment to client's Finance department to assist on financial reporting requirements and IPO project.  • Involved in the Singapore deployment and pilot training of auditing software to the department. |

**Education**

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| 2007 | **Nanyang Technological University (NTU)**  Bachelor's  Major Accountancy  Grade Cerf/Dip |
| 2003 | **Anderson Junior College**  Higher Sec |
| 2003 | **Anderson Junior College**  Higher Sec |

**Skill**

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| Advanced | BizFinx Preparation Tool, MS Excel, MS Powerpoint, MS Word |
| Beginner | Accpac Accounting Software, InfoMaster Accounting Software, Navision Accounting Software |

**Languages**

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

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

**Additional Info**

Expected Salary SGD 7,500

Other Information

Obtained Chartered Accountant of Singapore status from the Institute of Singapore Chartered Accountants since 2011.

**About Me**

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| Gender | Female |
| Address | Blk 319C Anchorvale Drive, #12-58, Singapore, 543319, |