Last Updated: 4 May 2017

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| Expected Salary :  **SGD 7,500** | **Siow Yen Yuen**  Manager, Accounting at PCI Limited (Previous)   |  |  | | --- | --- | | Experience | 21 years | | Previous | Finance Manager  Singapore Technologies Kinetics Ltd | | Education | NTU  Bachelor's (1996) | | Nationality |  | | PR |  | | Mobile No. | 90090708 | | Email | syyuen@yahoo.com | | Age | 42 years old | | Location | Singapore | |

**Experience**

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| Jun 2016 - May 2017  (11 months) | **Manager, Accounting**  PCI Limited |  Position level Higher Sec  Monthly Salary SGD 7,500  To take charge of whole group accounting functions in Singapore, China and Batam. |
| Aug 2012 - Jun 2016  (3 years 10 months) | **Finance Manager**  Singapore Technologies Kinetics Ltd |  Position level Higher Sec  Monthly Salary SGD 8,496  Responsibilities:   Responsible for financial and management reporting for a group of subsidiaries.   Performs financial planning and control including monthly profit and loss and cash flow forecasts.   Oversee the preparation of yearly budget.   Analysis of financial results for reporting to management and board of director.   Support business units in pricing proposals.   Liaise with external auditors, banks and tax agent on annual statutory audit, tax filing, banking and any other compliance matters.   Handle project costing for R&D projects.   Supervise a team of 5 direct and 3 indirect accounting staff. |
| May 2007 - Jul 2012  (5 years 2 months) | **Finance Controlling Manager**  MTU Asia Pte Ltd |  Position level Higher Sec  Monthly Salary SGD 7,400  Overall in charge of the operative financial planning for the Company and its subsidiaries. Provide support and backup of subsidiaries in Japan and Vietnam.  a) Preparation of timely and accurate operative financial planning  b) Analyses deviation of result and answer queries  c) Attest journal voucher and posting  d) Critical expenses analysis  e) Prepare reports and schedules of own scope of work  f) Handle day-to-day accounting activities  g) Backup duty in Finance and Accounting |
| Jul 2005 - Apr 2007  (1 year 9 months) | **Section Manager**  Jurong Shipyard PL (Subsidiary of SembCorpMarine)  Position level Higher Sec  Monthly Salary SGD 4,800  Implement SembCorp Marines Group Financial Policies, Taxation Policies, Budget Guidelines & Policies, Cost Control Procedures & Policies, & In Charge of Group Finance Section activities.  a) Preparation and review of interim and yearly group consolidated financial statements to meet statutory and SGX-ST requirements and in compliance with the relevant FRS;  b) Preparation and review of monthly group consolidation financial reports for management purposes;  c) Coordination of the group interim and year-end closing exercise to ensure that all local and overseas subsidiaries are properly instructed on the reporting requirements for consolidation, intercompany reconciliations, changes in Singapore FRS, etc;  d) Review & liaise with subsidiaries on Group format, reports & budgets  e) Tax Computation and other tax matters  f) Oversee and maintain an effective system of internal control and risk management framework  g) Liaise with external auditors, bankers, tax and MIS consultants.  h) Review of monthly accounts of few subsidiaries within the Group  i) Any other finance, accounting & costing matter |
| Jun 2001 - Sep 2004  (3 years 3 months) | **Senior Accountant**  StarHub Ltd  Position level Cerf/Dip  Monthly Salary SGD 3,800  Revenue accounting – prepare monthly financial reports for product/services & analytical review of revenue and cost trends.  Monthly consolidation of StarHub group of companies, monthly general ledger closing, preparation of financial statements for year end audit and overseeing the account payables function for direct and indirect costs. |
| Jun 2000 - May 2001  (11 months) | **Management Accountant**  CSA Automated Private Limited  Position level Cerf/Dip  Monthly Salary SGD 3,100  a) Handle project costing including outsourcing, internal projects and general costing  b) Responsible for the preparation of monthly management reports  c) Responsible for the preparation of monthly sales forecasts  d) Assist in annual budgeting  e) Ensure timely monthly invoicing and follow up on receivables  f) Ensure timely and accurate processing of payments  g) Involve in the automation of timesheet tracking system  h) Improve controls and efficiency in work processes |
| Dec 1998 - May 2000  (1 year 5 months) | **Finance Executive**  Kent Ridge Digital Labs  Position level Cerf/Dip  Monthly Salary SGD 2,900  a) Responsible for the preparation of year-end closings - financial statements for audit  b) Supervision of Fixed Assets accounting  c) Oversee day-to-day accounts payables transactions – payment to vendors, reimburse-  ments (petty cash and overseas trip expenses)  d) Perform monthly accounts receivable and accounts payable closings  e) Monitor royalties collections for projects and follow up on royalties due  f) Renewal of Fixed deposits  g) Compile monthly bank reconciliation statements  h) Prepare quarterly GST returns submission to IRAS  i) Prepare monthly budget statements for national level projects  j) Manage fundings for national projects – raise fund requests to external organisations  k) Compilation of financial statistics for National Surveys  l) Participate in the implementation of new accounting system –Ramco e.application |
| Aug 1996 - Sep 1998  (2 years 1 month) | **Accountant Grade IV**  Accountant General’s Department  Position level Higher Sec  Monthly Salary SGD 2,800  Oversee the operations and financial administration of Schools Accounts Unit, Edusave Unit and Revenue Unit (Ministry of Education)  a) Responsible for the preparation of year-end financial statement for Schools Fund and Edusave Endowment Fund;  b) Administer the Integrated Financial Administration and Accounting System (Oracle Financials for Headquarters and Customised system for Schools) and institute financial rules and procedures for the operation of the Schools Fund;  c) Participate in the review and enhancement of accounting systems to ensure their integrity and that they meet new requirements;  d) Ensure that GST in respect of Schools Fund are properly accounted for and supervise the compilation and submission of GST returns to IRAS;  e) Administer the centralised payment system at HQ to ensure payments of schools and HQ are properly accounted for and paid;  f) Compile bank reconciliation statements for 5 Banks;  g) Participate in the review of financial regulations in the Ministry and advise branches and schools on all revenue and GST matters;  h) Discharge the responsibilities of the Collector of Public Money by ensuring that the revenue estimates are accurate and the revenue collection system is effective and reliable with proper accounting controls in place;  i) Providing staff support in preparing yearly Edusave budget and Edusave Annual Report for management and public information; and  j) Ensure the smooth administration of the Edusave Scheme and assist in policy reviews to ensure that the Scheme meets its objectives |

**Education**

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| 1996 | **NTU**  Bachelor's  Major Accountancy  Grade Cerf/Dip |

**Skill**

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| Advanced | MS Excel, Oracle Financial, PeopleSoft |
| Intermediate | Frango, Hyperion, MS Access, SAP Financials |
| Beginner | Cognos, Oracle Discoverer, SAGE |

**Languages**

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

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| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 8 | 8 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 7,500

Other Information

Awards-

Service Excellence Award – For Newcomer (April 2001)

Skills -

Microsoft Excel, Word, PowerPoint, Outlook, Lotus Notes, MS Exchange, Eudora, MS Access, Visio Professional 5.0.

Cognos Controller, Frango Consolidator, Hyperion, PeopleSoft, SAP, Oracle Financials, ACCPAC

**About Me**

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| --- | --- |
| Gender | Female |
| Telephone Number | (+65) 65-90090708 |
| Address | 324 Jurong East St 31 #07-122, Singapore, 600324, |