ZIN HENG



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| **Personal Details** | | | |
| **Contact Details:**  **Date of Birth:**  **Citizenship / PR:**  **Ethnicity:** | | 6A Lincoln Road, Park Infinia@WeeNam #20-16, 308366, Singapore  +65 9230 2803 (M)  23 April 1983  Australian, Singapore PR  Malaysian Chinese | |
| **Education** | | | |
| **Certified Practicing Accountants (CPA)** | Completed with distinctions in Reporting & Professional Practice, Corporate Governance, Financial Risk Management and Auditing. | | 2007 - 2008 |
| **University of Western Australia** | Bachelor of Commerce, majors in Accounting, Management & Human Resource Management | | 2000 - 2004 |
| **Churchlands Senior High School, Perth W.A** | High School | | 1996 - 2000 |
| **Work Experience Summary** | | | |
| **Protviti, Singapore** | **Service Line:** Internal Audit Financial Advisory  **Role:** Audit Manager | | Jan 2016 - Current |
| **SMRT Corporation, Singapore** | **Role:** Audit Manager (6 Month Contract) | | June 2014 – December 2014 |
| **Abbott Laboratories, Singapore** | **Role:** Senior Finance Analyst, Pacific Asia Area | | March 2013 – April 2014 |
|  | **Role:** Senior International Financial Auditor | | October 2011 – March 2013 |
| **Baker Tilly Consulting, Singapore** | **Service line**: Corporate Governance and Risk Management  **Role:** Assistant Manager to Manager | | February 2011 – October 2011 |
| **Ernst & Young, Perth W.A** | **Service line**: Risk Advisory Services  **Role:** Senior Advisor to Assistant Manager | | March 2005 – October 2010 |

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| **Work Experience** | | | |
| **Protiviti,**  **Singapore**  **Role:** Audit Manager | Assist in managing a portfolio of clients. Key responsibilities include:   * Liaising with clients on the audit plan, upcoming audits, and progress of audits. * Leading in opening meetings with clients to discuss scope of work and closing meetings to discuss issues identified. * Internal meetings to discuss role and responsibilities of advisors and seniors on the job. * Performing fieldwork and reviewing work of advisors and seniors, reporting to the Director and partner on status and progress of work. * Writing reports and obtaining management comment and feedback. | | Jan 2016– Current |
| **SMRT Corporation,**  **Singapore**  **Role:** Audit Manager (6 month contract role) | This position is a 6 month contract covering a staff on maternity leave which ended in December 2014.   * Planning, execution, wrap-up of Audits. Involved in all phases of the audit including planning, opening meeting, and fieldwork, report, pre-lim close and final close & presentation. * Using Data mine techniques to analyse large quantity of data for Advisory projects. * Use of SAP to generate financial data for audit and analytical purposes. | | June 2014 – December 2014 |
| **Abbott Laboratories, Singapore**  **Role:** Senior Finance Analyst | This position is an integral part of the Abbott Nutrition Pacific Asia headquarters finance function. It involves working with the AHQ senior management team and other finance personnel from across Abbott Asia Pacific region.   * Partner with Senior management team to drive operating performance and execution * Provide analytical support and relevant financial information in business decision making, commercial strategies, allocation of resources based on commercial opportunities * Monitor country financial performance by highlighting material variances using system generated detail and trend reports. * Prepare and distribute financial reports and packages by gathering and analyzing information related to current performance. * Perform financial analysis, as directed by management, and recommend alternatives courses of action by utilizing appropriate financial tools. * Develop and utilize sound financial processes. * Collect data from the Regions & Countries to meet the requirement of monthly internal reporting and developing Financial Plan and other forecasts | | February 2013 –  April 2014 |
| **Abbott Laboratories, Singapore**  **Role:** Senior International Financial Auditor (2 Year rotational role) | Executed fieldwork and planned internal audits and SOX testing internationally for audits up to 4 weeks at each international site. Countries/cities travelled include India, Switzerland, Dubai, Australia, Turkey, Malaysia, Hong Kong, the US, the UK, Philippines and China. Key responsibilities include:   * Coordinating, leading planning meetings, status updates and reporting. * Discussing issues with the Finance Director of the Affiliate and presenting issues at update, pre-close and close meetings. * Executing and completion of fieldwork utilizing TeamMate. * Audited financial processes including revenue, expenditure, tax, treasury, inventory, financial reporting, fixed assets, payroll & HR. | | October 2011 – February 2013 |
| **Baker Tilly Consulting, Singapore**  **Service line**: Corporate Governance and Risk Management  **Role:** Internal Audit Assistant Manager to Manager | Assist in managing a portfolio of clients across industries including Hotels, Property development, Distribution and Not for profit organizations. Key responsibilities include:   * Liaising with clients on the audit plan, upcoming audits, and progress of audits. * Leading in opening meetings with clients to discuss scope of work and closing meetings to discuss issues identified. * Internal meetings to discuss role and responsibilities of advisors and seniors on the job. * Performing fieldwork and reviewing work of advisors and seniors, reporting to the Senior Manager and partner on status and progress of work. * Writing reports and obtaining management comment and feedback. * Attending Audit Committees to present key issues/observations identified to Management and Board of Directors. | | February 2011 – October 2011 |
| **Ernst & Young, Perth W.A**  **Service line**: Risk Advisory Services  **Role:** Internal Audit, Associate - Senior - Assistant Manager | | **Background**  As the Senior/AM in Internal Audit teams I reviewed numerous auditable areas, these include business, operational and strategic processes spanning across Treasury, Sales and Marketing, Accounting & Finance, HR, Payroll, Contract Management, Tendering & Procurement, Inventory, Performance Measurement, Pricing, Corporate Governance, Business Development, OH&S, Records Management, Fixed Assets, Cash flow, Revenue, Forecasting & Budgeting and Projects.  Industries of clients include mining, oil & gas, utilities, hospitality, government sector, real estate and finance companies/banks.  Role and responsibilities as the lead Senior/AM in internal audit engagements, SOX, policy and compliance reviews and risk management include the following:   * Attending planning meetings held with the Client to draft a scope of works document and prepare a budget for the upcoming engagement; * Creating audit work programmes for fieldwork execution by Advisors/ Assistants; * Understanding, reviewing and documenting key business processes; * Ensuring clients are compliant to adopted policies and procedures, applicable laws, regulations and industry standards; * Conducting interviews with key personnel, performing walkthroughs and testing of the client’s existing system of internal controls; * Assessing the adequacy of the process including design effectiveness and efficiency and identifying non compliance to control procedures; * Identifying the overall risk of design ineffectiveness, control gaps and non compliance; * Identifying the root cause to design ineffectiveness, control gaps and non compliance; * Performing detailed review of workpapers prepared by Advisors; * Proposing practical recommendations and liaising with the client to obtain feedback; * Drafting the internal audit report and involved in finalising to produce the final work product and deliverable for the client; * Presenting at opening meetings to discuss scope of works and formal close out meetings to discuss issues and recommendations for improvement.   General roles and responsibilities as a Senior/ AM in the practice include:   * Client Administration - Assisting in client administration for a portfolio of clients, duties include billings, WIP analysis, liaising and updating the client key contact and drafting annual internal audit plans; * Business Development - involved in drafting proposals for request for tenders; * Training and mentoring - Assist in providing on the job training and mentoring to graduates, involved in recruitment drives for graduates and vacationers. | March 2005 – September 2010 |
| **Volunteer Experience** | | | |
| SG Cares – a member of SG Cares and involved in community volunteering including fundraising, seated taichi, day care centre activities. | | | April 2014 - Current |
| Young Woman Christian Association, Kids Club – involved in tuition for underprivileged children on a weekly basis. | | | April 2011 – October 2011 |
| National Kidney Foundation, Singapore, Grains for Hope Project – Involved in visiting the aged patients from the National Kidney Foundation on a monthly basis. | | | April 2011 – October 2011 |
| The Cancer Council, Daffodil Day volunteer, involved in selling merchandise & daffodils to raise funds for cancer research | | | September 2008 & 2007 |
| Malaysian Students Union, UWA, Public Relations Officer, Malaysian Students Union is a student club aimed at organizing social activities and functions. | | | Jan 2003 to Dec 2003 |
| Uni Camp for Kids Picnic Leader, A university club aimed at helping under privileged kids. | | | March 2001 & 2002 |
| Participated in the exchange program to Kyoto, Japan | | | October – December 1998 and June – July 1998 |
| **Interest and Skills** | | | |
| * Obtained Certificate in Advanced Excel 2010; very proficient in Word and Power Point; sound knowledge and experience using TeamMate, GRC and SAP. * Pilates, travelling, reading novels. * Interested in internal audit, process, risk, controls and compliance. * Hardworking, quick learner, willing and eager to gain knowledge and learn new skills. * Personable, ability to work well in a team (shares information and supports colleagues) or independently; tactful and polite. * High level of confidentiality as well as personal integrity. * Excellent time management and organization skills. * Able to converse in Mandarin with basic writing skills. | | | |