## Application for the position of Accountant / Financial Analyst

**Summary of TAN CHEN CHONG’s Profile**

* Bachelor (Hons) in Accountancy and Finance , Second Class Lower Honors
* Back in ***Boardroom***, I have almost 5 years in handling full set accounts and payroll, involved with services provider line to clients, liaise with the government body. Other than that I did analysis clients’ financial statements as well.
* I have given an opportunity to change my carrier direction from Accounts Executive to Financial Analyst in ***Advanced Micro Devices***. Unfortunately, the position has been consolidated and eliminated from Singapore due to restructuring exercise. However I have gained experienced in financial analyst skills during this 8 month. After ***AMD***, I could not get a permanent role and was joined contract roles in ***Baxalta Bioscience*** and ***Dimension Data*** as Financial Analyst due to economic down.
* Reason for leaving: Due to long distance working place and seeking for a more conducive working environment in the well-established company and the better prospect can stay for long term. When I see this advertisement, I am attracted to the learning opportunity and moving into other areas of the accounting, doing something different from what I have done for the past years. Hope I will be given a chance to be the interview.
* I am a flexible and capable person who can communicate well at all levels as long as I want my job get well done to meet the deadline. My qualities are the dedicated, hardworking, responsible and sociable person with the strong attitude to learning and excel.
* When work as a team, I will be the good follower and take an initiative and aggressive to get a job done with efficiency.
* Expected Salary : $5000 - $5500 (Negotiable)
* Availability : immediately

**PERSONAL PARTICULARS**



Address : Blk 408, #11-56 Pandan Gardens,

Singapore 600408

Age : 36

Date of Birth : 14 June 1980

Citizenship : Malaysian / Singapore PR

Marital Status : Single

Race : Chinese

Email : williamtcc2001@yahoo.com

Contact nos. : 9819-8790 (hp) 6567-2600(home)

**CAREER OBJECTIVES**

To use my skill and knowledge, to the best of my ability in Accounting/Auditing or Finance field that is challenging and allows me to be creative.

**ACADEMIC QUALIFICATIONS**

### Jul 2002 - Jun 2003 : SEGI University College

**Awarded by University of Abertay Dundee**

Bachelor of Arts with Honours in Accountancy and Finance

Second Class Lower Honors

### Jun 1999 - Dec 2001 : SEGI University College

Advanced Diploma in Accounting and Finance

# Jan 1993 - Dec 1998 : Sekolah Menengah Chong Hwa, Kluang, Johor

UEC (equivalent to A level), and SPM equivalent to GCE ‘O’ Level

**WORKING EXPERIENCES**

1. **RHB Asset Management Pte Ltd –** *Singapore*

**Senior Accountant,** *Finance Department*

March 2016 – June 2017

**Responsibilities:**

* Preparation of monthly financials – Balance Sheet, Profit & Loss Statement
* Process of claims, invoices and handling bank reconciliation
* Liaise with operations for data points to apply for invoicing
* Liaise with auditors for audit queries
* Filing for regulatory reports including quarterly and annual filings
* Filing of risk-based capital ratio reports for the regulators, MASNET report
* Assisting in Budget planning exercise of the Company
* Full set of accounting
* Additional support operations
* Prepare management report high level for group reporting
* Analyst monthly variances vs budget and give commentary

**Reason for leaving:**

Seek for the career progression and exposure in management reporting and analyst.

1. **Dimension Data Group –** *Singapore*

**Senior Financial Analyst,** *Finance Department*

Sep 2015 – March 2016

**Responsibilities:**

* Be business partner to Professional Services Business Unit (BU) including providing financial support
* Work with respective business partner to forecast revenue and profit for the respective BU.
* Responsible for timely project tracking, revenue and margin analysis
* Responsible for month end closing process, reporting and analysis, including SAP Revenue and Costing Modules
* Responsible for forecasting and actual tracking
* Other ad hoc duties as assigned

This is 6 months contract to cover staff maternity leave.

1. **Baxalta Bioscience Manufacturing SARL -** *Singapore*

**Senior Financial Analyst,** *Finance Department*

Feb 2015 – August 2015

**Responsibilities:**

This position is responsible for the financial planning, analysis and reporting of project spending.

* Provide financial support to the project management team from the initiation (i.e. capital project approval) to the final stage (contract financial close-out) including support for change order management and achievement of project milestones.
* Responsible for the management of the site’s Fixed Assets (i.e. asset tagging and counting, setting up depreciation rules, balance sheet reconciliation).
* Prepare and analyze project cost reports (both capital and operating expenses) on a timely basis.
* Prepare monthly closing, journal entry, analyze CAPEX, OPEX with commentary compare forecast and budget
* Assist in preparation quarterly forecast, budget, meet with up stakeholder planning CAPEX spending in the division.
* Preparation monthly, quarterly management report for global submission.

1. **Advanced Micro Devices –** *Singapore*

**Financial Analyst,** *Finance Department*

May 2014 – Jan 2015

**Responsibilities:**

* Analysis month end Revenue & Opex closing
* Weekly attainment GM% updates
* Opex forecast – APJ HQ & South Asia
* Review Balance Sheet Package South Asia
* Travel Budget and Control
* Close package submission

**Reason for leaving:**

The position has been consolidated and eliminated from Singapore due to restructuring exercise.

1. **LongZhu Oilfield Services (S) Pte Ltd,** *Singapore*

**Accounts Executive,** *Finance Department*

August 2010 – May 2014

**Responsibilities:**

* Handle 3 companies’ full set accounts, included AR, AP, and GL.
* Prepare and file GST returns quarterly
* Interco revaluation and reconcile balance, including all non-trade intercompany
* Revalue bank account, Bank reconciliation report
* Maintain accounting records, schedules and month audit schedules
* Prepare monthly provision such as audit fee, income tax, depreciation etc
* Prepare financial management report to group report

**Reason for leaving:**

Seeking for the well-established company, exposure in MNC environment

**(6)** **Boardroom Business Solutions Pte Ltd,** *Singapore*

**Senior Accounts,** *Accounting Services Department*

Dec 2005 - Jul 2010

**Responsibilities:**

* Preparation various portfolio of clients’ full set of accounts including bookkeeping up to monthly closing of accounts in varied industries, e.g. branch office, investment, trading companies.
* Preparation of GST Quarterly Reports and Submission
* Perform bank reconciliations and other reconciliation reports for client’s trust account
* Preparation accurate and timely financial and management reports
* Preparation monthly accounts working schedule for taxation and audit purpose
* Preparation various portfolio of clients’ payroll monthly report, issue cheque and payment.
* Proficiency in accounting and payroll software
* Work closely with various departments and clients.
* Able to deal with client, auditors’ queries and meet related job requirement
* Able to work in a team environment and possess good interpersonal skills

**Reason for leaving:**

Seek for fresh challenges and exposure in commercial firm and career advancement.

**(7) C.H.Tan & Co. (AF:0719),** *Malaysia*

**Audit Assistant,** *Audit Department*

Jul 2003 – Jun 2004

**Responsibilities:**

* Assist in completion of the fieldwork of an audit
* Document audit results and highlight points for attention
* Prepare statutory financial statements in accordance with Malaysian Accounting Standards
* Perform accounting work
* Carry out special audits or projects as and when required

**Reason for leaving:**

This is the first job I joined this company as an audit assistant in **Malaysia**. I left the company due to carry on my further study on professional exam CIMA, however I have not finished the exam and not intend to continue the CIMA exam. After exam, I went back to hometown to assist my father’s sundry shop.

**PERSONAL ATTRIBUTES**

> Strong Analytical and Interpersonal skills.

> Able to perform independently and hardworking.

> Self-motivated and Goal oriented.

> Willingness to learn and venture

**LANGUAGE PROFICIENCY**

Written : English, Chinese, Malay

Spoken : English, Mandarin, Malay, Hokkien

**COMPUTER LITERACY**

Familiar with Accounting Software such as **UBS**, **Microsoft Dynamics**, **ACCPAC**, Payroll Software such as **Easy Pay Enterprise** and **ReadPay** and other software such as **MS Office (Excel-Pivot Table/V-lookup/Sum IF)**, **Windows XP, SAP Business One and SAP in Advanced Micro Devices (S) Pte Ltd and Dimension Data, JD Edwards, Cognos, Insight in Baxalta Bioscience Manufacturing**

**EXTRA-CURRICULUM ACTIVITIES**

* I was the school prefect’s treasurer during my secondary studies. I learnt how to act as the role of treasurer and liaise between the school perfect leader and the secondary school discipline teacher.

**REFERENCES**

Mr. Michael Yeo

RHB Asset Management Pte Ltd

Vice President – Operation & Finance

Office Phone: 6323-2508

Ms Priscilla Ong

Financial Controller

Advanced Micro Devices (S) Pte Ltd

Office Phone: 6796-9858