Last Updated: 26 Apr 2017

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| Expected Salary :  **SGD 7,000** | **Gemini Carandang**  Finance Manager at Silverlake Symmetri Singapore Pte Ltd   |  |  | | --- | --- | | Experience | 23 years | | Previous | Finance Analyst  Seagate Technology International | | Education | Northumbria University New Castle  Post Grad Dip (2015)  Saint Joseph College (Maasin City)  Bachelor's (1993) | | Nationality |  | | Mobile No. | 83281144 | | Email | gemini.faller.carandang@gmail.com | | Age | 44 years old | |

**Experience**

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| Oct 2015 - Present  (1 year 7 months) | **Finance Manager**  Silverlake Symmetri Singapore Pte Ltd |  Position level Higher Sec  Monthly Salary SGD 7,000  1. Manage a team of GL Accountant and Finance executives who are responsible of the monthly management accounts close and reporting  2. Ensure internal control and statutory compliance  3. Cash flow reporting  4. Corporate reporting to HQ  5. Work closely with external auditors to ensure smooth and clean audit  6. Ensure that our external liabilities are paid on a timely basis  7. Work close with tax team to ensure tax liabilities are paid on time and related documentation requirements are met. |
| Sep 2007 - Jan 2015  (7 years 4 months) | **Finance Analyst**  Seagate Technology International |  Position level Cerf/Dip  Monthly Salary SGD 4,400  August 2011- January 2015 (In-charge in the Indirect Materials Cost costing, analysis and budgeting of IDM)   Determines cost of operations by establishing standard costs and collecting operational data   Performs weekly forecast and month end close analysis   Identifies financial status by comparing and analyzing results with plans and forecasts   Guides cost analysis process by establishing and enforcing policies and procedures   Provides trends and forecasts and recommending actions to business partners   Improves financial status by analyzing results, monitoring variances, identifying trends and recommending actions to management   Reconciles transactions by comparing and correcting data   Maintains indirect materials utilization report and analyzing variances to report to management   Protects operations by keeping financial information confidential and by establishing proper records retention process   Contributes to team effort by accomplishing goals assigned to the team   Participates in the annual physical inventory of goods (hard disks) and consumables   Involves in the Sarbales-Oxley accounting control testing   Liaise with external and internal auditors and work on mitigating control issues as necessary   Provide tax schedules   Prepares quarterly budget for Indirect Materials  September 2007-August 2011 (in-charge in cost consolidation in RMO and budgeting for Operations & Non-Operations   Performs weekly Volume and Yield forecasting   Performs weekly forecast of cost of operations and analyze trends   Protects operations by keeping financial information confidential and by establishing proper records retention process   Contributes to team effort by accomplishing goals assigned to the team   Participates in the annual physical inventory of goods (hard disks) and consumables   Involves in the Sarbales-Oxley accounting control testing   Liaise with external and internal auditors and work on mitigating control issues as necessary   Provide tax schedules   Prepares quarterly budget for operations costs |
| Feb 2007 - Sep 2007  (7 months) | **Business Analyst**  SunGard System Access Pte Ltd |  Position level Cerf/Dip  Monthly Salary SGD 3,300  Daily/Monthly Activities   Automate the input process to speed up the data entry. Propose, establish and implement improvement process and procedure.   Ensure that revenue recognition for each project is recognized appropriately and in accordance with the Group Policy and US GAAP and Local GAAP.   Ensure processes applicable to projects are being adhered to and that internal controls on the processes are in place, eg. Claims related to projects are not excessive and approvals are obtained for the claims and are in line with the Group Policy.  • Schedule & Analysis of Accrued Income, BIA, Deferred Income and Deferred Warranty Income.  • Schedule & Analysis of recoverable-others.  • Invoice List for SA Europe and SA Singapore  • Progress Billing Reports for all projects of SAL Group  • Group AR Aging and Analysis  • Analysis of Project Incidental Costs of all projects of the Group  Communication with the Project Managers/Project Directors   Keep open communications with Project Managers. Ensure that we are able to follow through the progress, issues and compliance of the project. Work closely with the Project Managers.   Highlight to Project Managers any discrepancies, irregularities noted in your analysis on the project immediately and follow up closely with the Project Manager on the up-dates/status on your queries. Assist the Project Manager on-site and ensure that communications are maintained between on-site and off-site project managers.  Analysis   Analyze the non-billable expenses per project, the man days charged versus man days billed to a project, and the extent of recovery of the billable expenses. Be able to provide explanations and associate with the contractual terms of the contracts. Also, be able to support with communications with the Project Managers for any deviations.   Ensure that all billable expenses are billed to the projects and obtain explanation for any variance in treatment.   Ensure that the cost budget is strictly adhered to and report for any variance.   Review of any new contracts to be signed and able to quantify the financial impact and any non-quantifiable impact. Ensure that the PBP Budget is prepared prior to the signing of the contract in line with the Group Policy. Ensure that appropriate approval is obtained from the Head of Client Services and Head of Administration & Finance.   Highlight any discrepancies noted for the Monthly Revenue Analysis by entities, Variance between Actual and Budget Report on Revenue.   Prepare monthly forecasts of revenue for SAL Group for existing projects based on latest updated Project PBPs, for Installed base and New Sales prospects based on updated Sales Pipeline Reports.   Analyze month-to-date and year-to-date Revenue against Budget and last month’s projections & highlight major deviations to management.  Oracle Financials & Audit   Review all journals pertaining to projects (including but not limited to revenue recognition, billings, WIP, BIA, DI, Deferred Warranty Income, provision for project losses, recoverable, billable expenses, revenue from billable expenses and non-billable expenses)   Ensure accuracy in account coding of journals processed by staff to reflect actual transactions as posted in the Oracle Financial.   Ensure revaluation for Balance Sheet accounts for projects.   Handle coordination and closure of external audit for revenue, trade accounts receivable and project related accounts for SAL group  Billings and Collections |

**Education**

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| 2015 | **Northumbria University New Castle**  Post Grad Dip  Major Financial Management  CGPA 60/100 |
| 1993 | **Saint Joseph College (Maasin City)**  Bachelor's  Major Accounting  CGPA 96/100  Magna Cum Laude (with 96% general average)  Consistent academic scholar  Recipient of Outstanding Graduate awards |

**Skill**

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| Advanced | Hyperion, Microsoft Access, Microsoft Excel 2007, Oracle 11i |

**Languages**

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

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| Language | Spoken | Written | Relevant Certificates |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 7,000

Preferred Work Location ,

**About Me**

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| --- | --- |
| Gender | Female |
| Telephone Number | (+65) 0-83281144 |
| Address | Blk 569 Hougang Street 51, 04-95, 530569, |