Last Updated: 14 Dec 2016

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| Expected Salary :  **SGD 7,500** | **Zhiwei Tan**  Finance Manager - Singtel Global Offices at Singapore Telecommunications Limited   |  |  | | --- | --- | | Experience | 11 years | | Previous | Store Assistant  Convienence Store (Family Business) | | Education | Singapore Institute of Management / Royal Melbourne Institute of Technology  Bachelor's (2007) | | Nationality |  | | Mobile No. | 96691265 | | Email | tanzhiwei3@hotmail.com | | Age | 36 years old | | Location | Singapore | |

**Experience**

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| Sep 2013 - Present  (3 years 7 months) | **Finance Manager - Singtel Global Offices**  Singapore Telecommunications Limited |  Position level Higher Sec  Monthly Salary SGD 6,783  • Assume the regional controller-ship role for entities under care. Entities includes: India, Philippines, Malaysia, Thailand, Indonesia, Bangladesh, UAE, China, USA and UK.  • Review all statutory and financial accounts for the region, and liaise with the local and oversea finance teams to improve accounting and business processes.  • Provides support on queries raised by internal and external auditors.  • Finance business partner to the oversea offices and take the lead in providing finance and accounting guidance solutions.  • Actively support initiatives arising from Singapore Headquarters and oversea offices.  • Work closely with different departments in Singapore to support their needs and requirements associating with the countries in the region.  • Assess budget trends and reasonableness, highlighting budget risk and issues to regional offices as well as the Finance Director in Singapore.  • Perform analytical reviews on monthly management reporting and investigation on variances against the norms and budget/forecast.  • Ensures that the entities in the region are in compliance with the country’s regulatory requirements on telecommunications, as well and general standards.  • Reviews monthly and ad hoc journals raised by local and oversea entities. |
| Jan 2012 - Present  (5 years 3 months) | **Accountant - Regional Finance and Controlling**  ZF Asia Pacific Pte Ltd  Position level Cerf/Dip  Monthly Salary SGD 4,988  • Lead a team for month end closing, statutory compliance and management reporting.  • Main point of contact for overseas counterparts and subsidiaries on all financial, operation and compliance issues.  • Consolidation of subsidiaries’ and oversea counterparts’ financials for internal reporting.  • Maintain, monitor and conduct reporting on the linkage between the reporting units and the head office.  • Ensure timely reporting of Company’s result to head office in Germany.  • Physically involve in supporting subsidiary in China during change in management structure.  • Responsible for yearly budget and forecast for the Company.  • Ensures budgets and forecasts for all subsidiaries and oversea counterparts are reasonable and in line with the head office’s requirements.  • Prepares balance scorecards for all departments, including consolidated scorecards for all the reporting units in the region.  • Work closely with management on improving and streamlining processes.  • Active involvement in daily operations, including liaising with all departments on their requirements.  • Responsible for year-end audit up to up to finalization of financial statements.  • Subsidiaries and counterparts includes: Australia, Malaysia, Thailand, Taiwan, Philippines, China, Hong Kong, Japan, Indonesia, Vietnam, India |
| Jul 2011 - Jan 2012  (6 months) | **Store Assistant**  Convienence Store (Family Business)  Specialization Others  Position level Cerf/Dip  • Purchasing of goods and ensuring stocks level are adequate for daily sales.  • Promoting sales and sustaining good customers’ relationship. |
| Jan 2010 - Jun 2011  (1 year 5 months) | **Audit Senior**  PriceWaterhouseCoopers LLP  Position level Cerf/Dip  Monthly Salary SGD 4,500  Industries involved: Shipping, Trading, Manufacturing, Investment, and Construction.  • Technically contributes to Assurance engagements of listed/private entities and MNCs.  • Team leading audit engagements to completion.  • Perform planning activities to identify and anticipate audit risk and issues to design an appropriate audit approach  • Identifying and testing of internal controls.  • Prepares management letters on identified controls deficiencies or recommendations to enhancing the internal controls.  • Review of team members audit working papers and actively provide guidance and solutions.  • Actively establishes internal and external relationships.  • Determines that work is delivered timely and of high quality. |
| Jan 2008 - Dec 2009  (1 year 11 months) | **Audit associate**  Ernst & Young LLP  Position level Asc Degree  Monthly Salary SGD 2,750  Industries involved: Communications, Retail, Construction and Travel.  • Technically contributes to Assurance engagements of listed/private entities and MNCs.  • Anticipate and identify risks, and escalate issues as appropriate.  • Determines that work is delivered timely and of high quality.  • Involved in overseas audit engagement – China  • Actively establishes internal and external relationships.  • Reviewed as outstanding performer in year end. |

**Education**

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| 2007 | **Singapore Institute of Management / Royal Melbourne Institute of Technology**  Bachelor's  Major Accounts  Grade Asc Degree |
| 2014 | **CPA Australia**  Cerf/Dip |

**Skill**

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| Intermediate | Accounting And Finance, Audit |

**Languages**

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

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| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 7 | 5 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 7,500

Other Information

Profile

Highly motivated and seeking an awarding career with the accounting industry, utilizing my experience with various industries including Shipping, Trading, Investment, Manufacturing, Retail, Construction and Communications. Proven leadership qualities and committed team member. Critical in helping the companies reduce risk and assuring credibility of financials by streamlining audit processes and ensuring effective internal controls.

Skills

Singapore Financial Reporting Standards | Audit Methodologies |Audit Engagements Team Leading |Taxation | Planning | Analytical | Risk Management | Microsoft Excel | Microsoft Word | Client Service | Communications Management | Time Management | Issue Management | Team Building | Fulfillment | Achievement

Co-curricular activities

Pei Chun Public School/Whitley Secondary School – Concert Band

Awarded Silver in the Singapore Youth Festival Competition as nominated Section Leader amongst 50 other participants. Plan and managed logistics. Responsible for safety and well-being of members. Completed first aid training as part of the required responsibilities.

**About Me**

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