Last Updated: 5 Apr 2017

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expected Salary :  **SGD 10,000** | **Pui San Lim**  Financial Controller at Tricor Singapore Pte Ltd   |  |  | | --- | --- | | Experience | 14 years | | Previous | Senior Finance Manager  MEDIACORP PTE LTD | | Education | FTC  Prof Degree (2005)  Oxford Brookes University  Bachelor's (2007) | | Nationality |  | | PR |  | | Mobile No. | 93823565 | | Email | cassandra\_168@hotmail.com | | Age | 35 years old | | Location | Marsiling Drive | |

**Experience**

|  |  |
| --- | --- |
| Jun 2015 - Present  (1 year 11 months) | **Financial Controller**  Tricor Singapore Pte Ltd |  Position level Secondary Sch  Monthly Salary SGD 8,050 |
| Mar 2011 - May 2015  (4 years 2 months) | **Senior Finance Manager**  MEDIACORP PTE LTD  Industry Media  Position level Secondary Sch  Monthly Salary SGD 6,150  - Manage and ensure timely monthly accounts closure and management reporting  - Prepare group consolidation and perform analysis of Group’s financials  - Prepare report for internal management reporting and external reporting  - Manage year end statutory audit for the Group as well as resolution of audit and accounting issues  - Establish Group’s accounting policies and accounting treatment for new business or new investment.  ­- Oversee Group’s investment portfolio |
| Dec 2009 - Mar 2011  (1 year 3 months) | **Finance Manager**  Pteris Global Limited  Position level Higher Sec  Monthly Salary SGD 5,300  - Manage and lead a team of accounting personnel in day-to-day operations of the accounting department  ­- Ensure that the accounting functions are in compliance with statutory reporting requirements and group accounting policies  ­- Analyse revenue and expenditure, and financial position variances  ­- Ensure timely and accurate submissions of financial reports for external reporting requirements e.g. SGX quarterly announcements.  ­- Liaise and resolve with external and internal auditors, tax agent, regarding financial and accounting related issues  ­- Review overseas subsidiary accounts for consistency and compliance with Group’s accounting policies  ­- Prepare group consolidation and review reconciliations between subsidiaries to Group figures  ­- Lead the implementation of new system – ERP |
| 2005 - Dec 2009  (4 years 11 months) | **Assistant Manager**  KPMG  Position level Cerf/Dip  Monthly Salary SGD 4,800  - Plan the entire audit engagement to ensure deadlines are met. Report and financial statements are completed and submitted to partners/managers/clients on time for review. Manage and review the audit assistants’ works.  - Drafting full set of financial statements, i.e. balance sheet, profit & loss account, statement of changes of equity, cash flow statement and notes to the accounts.  - Keeping myself update with the changes in relevant legal legistration, Financial Reporting Standards and apply them in my course of work.  - internal control weaknesses of clients and drafting of management letter in relation to weakness identified |
| Jan 2003 - Jan 2005  (2 years) | **Business Executive**  Cold Storage Pte LTd  Position level Asc Degree  Monthly Salary SGD 1,700  - Implemented and reviewed controls which have achieved a saving on wages of 3% for Cold Storage and 12% for Shop N Save within 9 months.  - Organized and conducted training for stores mangers on new plans or procedures.  - Contributing best practice ideas weekly to improve productivity of the business.  - Analysing and reporting weekly sales and hours of 79 stores to the management.  - Part of the task team to integrate 35 Shop N Save into Cold Storage.  - Wrote a manual on the additional system enhancement created for the improvement of the process of business. |

**Education**

|  |  |
| --- | --- |
| 2005 | **FTC**  Prof Degree  Major Accounting & auditing  Grade Asc Degree |
| 2007 | **Oxford Brookes University**  Bachelor's  Grade Higher Sec |

**Skill**

|  |  |
| --- | --- |
| Advanced | MS Excel, MS Office |
| Intermediate | AccPac |

**Languages**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 8 | 6 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 10,000

Other Information

WORK EXPERIENCE

November 2002 – May 2003 Auditor – Attachment

Ernst and Young

Duties – perform field works on most of the accounts of the companies such as profit & loss, debtors, creditors, tax, cash etc., explain the fluctuation in the year end balance (analytical review procedures)

December 1999 – November 2002 Cashier/Stacker/Supervisor

Cold Storage Pte Ltd

Duties – Dealing with cash transaction, recorded sales by the end of the day. Serve customers who have any inquires. Ordering of goods to replenish stocks. Administrative – update stock written-off, sales.

CO-CURRICULAR ACTIVITIES

Ngee Ann Polytechnic Module Representative of:-

E-Commerce

Company Law

Auditing

Secondary School Peer Tutoring for:-

A-Maths

Physics

Chemistry

Representative of Volleyball Team

ACHIEVEMENT

Received MDIS scholarship in 1999, Edusave awards in 1998 & 1999 and Tan Sri Dr Tan Chin Tuan scholarship for academic year 2000-2002.

INTEREST/HOBBIES

Reading storybooks/magazines, singing and playing adventurous games.

PERSONALITY

Diligent, quiet worker, determine, calm, reponsible, stubborn.

**About Me**

|  |  |
| --- | --- |
| Gender | Female |
| Address | Blk 211C Punggol Walk #11-651, Marsiling Drive, 823211, |