Last Updated: 26 Jul 2017

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| Expected Salary :  **SGD 5,500** | **Pei Yee Sie**  Finance Manager at The Zest Group Pte. Ltd.   |  |  | | --- | --- | | Experience | 6 years | | Previous | Audit Senior  RSM Chio Lim LLP | | Education | University of Malaya (UM)  Bachelor's (2011) | | Nationality |  | | PR |  | | Mobile No. | 81390906 | | Email | spyee\_414@hotmail.com | | Age | 29 years old | |

**Experience**

|  |  |
| --- | --- |
| Aug 2014 - Present  (3 years) | **Finance Manager**  The Zest Group Pte. Ltd.  Position level Higher Sec  - The Group is having food and beverages retail chain in Singapore (Brand name:  Artisan Boulangerie Compagnie and Alt. Pizza) and Twelve Cupcakes International  in countries such as Hong Kong, Taiwan and Indonesia.  - Manage and oversee day-to-day finance and accounting organization for brands in  Singapore and overseas. Responsible for transaction processing, cash flow  management, banking, vendor management and month end reporting to  management.  - Prepare budgeting, forecasts, scenario analysis and ad-hoc reporting to  management.  - Develop and introduce an internal control mechanism to minimize risks and  strengthen corporate governance awareness throughout the organization.  - Implement an Enterprise Resource Planning (ERP) project management for the  company that aims to improve productivity of the company’s back-office while  implementing best practice with regards to data control and improving processes  and procedures for Accounts and Finance team.  - Coordinate and deliver the year end audit, tax and statutory reporting  requirements on a timely basis. |
| Sep 2011 - Jul 2014  (2 years 10 months) | **Audit Senior**  RSM Chio Lim LLP  Position level Cerf/Dip  - Involved in assurance unit and specialized in Real Estate Investment Trust (REITs), listed debts, fund accounting and manufacturing companies in countries such as Singapore and Indonesia.  - Senior-in-charge for public listed companies listed in the Singapore Stock Exchange (the ‘SGX’) and private limited companies.  - Responsible in planning and oversee the work of two to three staff auditors, providing mentoring and coaching. Conducted compliance audit works, evaluated the effectiveness of internal control policies and recommended areas of improvement. Analyzed financial statements to identify trends and anomalies in financial data.  - Performed statutory audits in compliance with the International Financial Reporting Standards, Singapore Financial Reporting Standards and Singapore Companies Act. |
| Jun 2010 - Nov 2010  (5 months) | **Intern**  Ernst & Young, Kuala Lumpur  Position level Bachelor's  - Involved in assurance unit and specialized in real estate and constructions companies.  - Assist supervisors and seniors in various audit engagements for public listed companies listed in Bursa Malaysia. |

**Education**

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| 2011 | **University of Malaya (UM)**  Bachelor's  Major Accouting  CGPA 3.18/4  - Head of Program Department for Charity Projects (Semester 2008/2009)  - Committee Member of Program Department for University Career Path 2010 |
| 2007 | **Kedah Matriculation College**  Higher Sec in Business and Accounting  Major Accounting  CGPA 4/4  - Awarded Squash Team Champion for Matriculation Co-curriculum Carnival 2006    - Facilitator for Student Academic Excellent Program |

**Skill**

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| Advanced | Epicor 10 (ERP System), Microsoft Excel, Microsoft PowerPoint, Microsoft Word, MYOB Accounting Software |

**Languages**

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

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| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 9 | 9 | - |
| - | 8 | 8 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 5,500

**About Me**

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| --- | --- |
| Gender | Female |
| Address | 523 Ang Mo Kio Avenue 5, #04-4172, 560523, |