

PERSONAL PARTICULARS

Name: Lee Li Ting

Contact: 9876 1091 (mobile); ltlee74@gmail.com (e-mail)

Gender: Female

Nationality: Singaporean

Current salary: \$14,000/month

Age: 42

Marital status: Married

WORKING EXPERIENCE

2007 – Present

EDBI Pte Ltd/ EDB Investments Pte Ltd/ Bio*One Capital Pte Ltd

– **Director, Finance (2015 - Present)**

– **Deputy Director, Finance (2012 - 2015)**

– **Associate Director, Finance (2009 - 2012)**

– **Finance Manager (2007 - 2009)**

Achievement: Attainment of tax incentives for fund companies and implementation of job rotation within finance department

Responsibilities:

- Manage a finance team of six (1 senior manager, 2 managers and 3 senior officers)
- Oversee the finance operations of 2 fund managers and 13 fund companies with more than 200 investees
- Ensure accurate and timely monthly, quarterly and year-end reports (including group consolidation and financial performance of fund companies) to stakeholders
- Directorship of 10 fund companies
- Provide inputs on divestment and investment matters
- Review of finance policies and procedures and ensure financial operations are in compliance with group policies and processes
- Oversee group tax planning and review tax computation and GST submission
- Review annual budget and quarterly forecast to stakeholders
- Manage and review capital call and redemption processes
- Review transactions and journal entries to ensure accuracy and appropriate support documentation
- Liaise with auditors (both external and internal) on annual audit, bankers on treasury, corporate secretary and statutory authorities on statutory matters
- Oversee upgrade of accounting system and data migration of investment software

2000 – 2007

Greif Singapore Pte Ltd – Accountant

Responsibilities:

- Supervise a team of three finance executives/ assistants
- Perform:
 - Standard costing reviews and analysis
 - Annual budget review
 - Management of tax matters, including GST
 - Preparation of head office report package
 - Management of company's secretarial matters
 - Liaise with auditors, bankers, lawyers and statutory authorities
 - Cash flow management
 - Monitoring of inter-company transactions
- Prepare, review and analyze financial performance of company's operations in Southeast Asia
- Involve in upgrading of accounting system
- Ensure SOX compliance of the company
- Appointed as SOX auditor to perform SOX audit for associate companies in China
- Impart accounting knowledge and advise associate companies in China on US GAAP
- Involve in implementation of ERP system (BPCS) for associate companies in China

1997-2000

Rotol Singapore Ltd – Accountant

Responsibilities:

- Supervise a team of six finance executives/ assistants
- Perform:
 - Company's financial result review and analysis
 - Liaising with auditors, bankers, company secretary, tax and statutory authorities for negotiation and management of treasury, statutory and tax matters
 - Cash flow management
 - Preparation and monitoring trade financing
 - Intercompany transactions monitoring
 - Translation of accounts

- Involve in implementation of ERP system
- Assist in applications for Investment Allowance

May 95 – Jul 95

K H Chia & Co – Trainee

- Assisted seniors in audit, account and income tax jobs

Jan 93 – Jun 93

Inland Revenue Authority of Singapore – Tax Assistant

- Assist supervisor in review of income tax and perform clerical work

PROFESSIONAL QUALIFICATION

CA (Singapore) 2013 - Institute of Singapore Chartered Accountants

CPA 2000 - Institute of Certified Public Accountants of Singapore

EDUCATION

Bachelor of Accountancy 1996 - Nanyang Technological University

GCE “A” level 1992 - St Andrew’s Junior College

GCE “O” Level 1990 - Crescent Girls’ School

SOFTWARE SKILLS

MS Office: Word, Excel and PowerPoint

Accpac

Telmera: Access Database

Hyperion and HFM

NOTICE PERIOD

3 months