

# Chan Si Yan

Address: Block 681C Woodlands Dr 62 #09-45 Singapore 733681

Tel: (65) 9129 3395 | Email: siyanchan23@gmail.com

## PROFESSIONAL SUMMARY

---

Experienced Senior Audit Associate currently pursuing Singapore Chartered Accountant Qualification. With a strong background of over 3 years of auditing, I have engaged with clients across diverse industries, including construction, solar energy, pharmaceutical and aviation. My expertise extends to conducting agreed-upon procedures for government agency grants, specifically with organizations such as the Economic Development Board and Singapore Food Agency.

## EDUCATION

---

**Nanyang Business School, Nanyang Technological University** Aug 2017 – Aug 2020

- Bachelor of Accountancy (Honors - Merit)

**Ngee Ann Polytechnic** Apr 2014 – May 2017

- Diploma in Accountancy

## WORK & INTERNSHIP EXPERIENCE

---

**KPMG Services Pte. Ltd.** Sep 2020 – Present

*Senior Audit Associate*

- Managed the audit process from engagement planning to executing comprehensive audit procedures including control testing, substantive testing, and analytical procedures. Coordinated team members to ensure timely submission of quality audit deliverables.
- Demonstrated leadership by overseeing and mentoring a team of associates and interns, offering guidance, and conducting thorough review of their work to ensure the efficiency and effectiveness of audit procedures.
- Crafting and reviewing audit documentations, management letters, financial statements, and related disclosures to assure compliance with relevant Financial Reporting Standards and regulations.
- Effectively communicate audit findings and recommendations to clients through written reports and verbal presentation through meetings.
- Collaborated closely with KPMG counterparties to meet timelines without compromising on the quality of the audit process.

**Ticketmaster SG Pte. Ltd.**

*Ticket Sales Agent*

Jul 2018 – Aug 2020

- Managed event ticket sales and adeptly handled customer inquiries both in person and over the phone, consistently delivering exceptional customer service.
- Proficiently processed cash and credit card transactions, ensuring accurate financial records.
- Maintained high customer service standards while working independently in a fast-paced environment.

**AIA Singapore Pte. Ltd.**

*Admin Assistant*

Mar 2017 – Jul 2017

- Resolved policy issues for insured clients by liaising with underwriting, policy services, and claims department, showcasing effective problem-solving and communication skills.
- Organized district meeting by coordinating with senior executive speakers and prepared minutes of meeting.
- Managed the update of Financial Service Consultants' daily and monthly production records, demonstrating meticulous attention to detail and effective data management.

**Mazars LLP**

*Audit Intern*

Sep 2016 – Feb 2017

- Conducted audits for publicly listed and insurance companies, communicated effectively with the CFOs and Finance Managers to understand their internal processes.
- Performed design and implementation on company's internal control system to ensure effectiveness. Identified areas for improvement and provided constructive feedback.
- Performed statutory audit and audit procedures on balance sheets, profit and loss accounts, and analytical reviews. Achieved timely completion of engagements with minimal guidance.

## LEADERSHIP & CO-CURRICULAR ACTIVITIES

---

**NTU-NBS Freshmen Orientation Programme 19/20**

*Executive Committee, Financial Controller*

Sep 2018 – Aug 2019

- Managed budgeting, ensuring expenses remained within defined constraints by overseeing fund allocation.
- Prepared ledgers and reconciliation statements, meticulously maintaining accurate financial records and minimising discrepancies.
- Facilitated communication with school and external vendors for invoice and claims reimbursement processes.

**NTU-NBS Freshmen Orientation Programme 18/19**

*Main Committee, Chief Programmer, Overall in-charge of 2 major game segments*

Sep 2017 – Aug 2018

- Strategically planned and successfully executed engaging game segments for a cohort of 450 students.
- Developed comprehensive proposals, orchestrated manpower allocation, and managed logistics to ensure seamless activity implementation.
- Conducted effective meetings to provide clear instructions to all contributors involved in the game segment(s).

## LANGUAGES, SKILLS & ADDITIONAL INFORMATION

---

**Language Proficiency:** Native (written and spoken) in English and Mandarin (Chinese)

**IT Skills:** Proficient in Microsoft Office (Word, PowerPoint and Excel)

**Interest:** Travelling, Pilates