

## Chan Joo Kee, FCCA, CA(Singapore)

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### Summary

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Qualified chartered accountant with an eye for detail and strong analytical skills. Possess experience in various fields (i.e., performing investigative work, litigation support, liquidation administration, group accounting, human resource and payroll, taxation, and corporate secretarial etc.). Fluent in English and Mandarin Chinese. Currently picking up Japanese as a third language. Team player with determination to deliver quality work.

### Professional Experience

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#### MIRAI Consulting SG Pte Ltd

Nov 2019 – Present

##### *Corporate Recovery Services Senior Associate*

Assist the same Liquidators from Reanda Adept PAC in performing the same duties as required. (Please see the details of experience in Reanda Adept PAC for the period from Jun 2019 to Oct 2019 as stated, for reference).

In addition to the above, also performed the following:

- Prepare and file various documentations required at the different stages of the liquidation administration of various companies, including but not limited to preparing documents required at the pre-commencement stage of liquidation (e.g., consent to act as Liquidator) to filing of documents required for the closure and dissolution of various companies under liquidation (e.g., final Form 75/CWU-10/VWU-8 etc.).
- Prepare various documents to various stakeholders (e.g., creditors, directors, contributories, banks, debtors etc.) on various issues (e.g., notification of appointment of liquidators, notice to file POD to creditors, notice to file SOA to directors, inform bank to halt and cancel all payments from bank accounts, collection of debts from debtors etc.). As and when required, also sign these documents on behalf of Liquidators.
- Provide suggestions and recommendations to the Liquidators at various stages of the liquidation administration of various companies.
- Provide guidance to, monitoring of, and review of work completed by junior staffs.

Provide litigation support for civil proceedings:

- Review of reports filed by opposing parties' expert witnesses, for weaknesses and errors (e.g. valuation reports).
- Assist in preparation of expert witness report for client, taking into account of the findings from review of reports filed by opposing parties' expert witnesses.
- Prepare visual aids to assist target audience in understanding complex matters (e.g., step-by-step calculation to show how figures as stated in expert witness report were derived and how these figures will change when certain assumptions were changed, major changes in shareholdings over a long period of time).
- Special purpose audit to highlight deficiencies in the client's accounting records, report findings to the client, and assist the client in rectifying its accounts (which spans across a period of more than 5 years) through the passing of audit adjustments, so as to prepare for potential inspection by opposing parties.

Assist a former Director of a SGX listed group ("U Ltd") in performing investigative work, after fraud and breaches of laws and regulations were suspected:

- Examine all financial and non-financial records of U Ltd, and extract relevant information for further analysis. These records span across a period of more than 5 years.
- Conduct research on profiles and other details of various relevant interested parties, and map out all the relationships of these relevant interested parties using appropriate tools.
- Site visit to the location of interest with U Ltd's management team, and take relevant photographs of equipment of interest for further analysis.
- Use appropriate digital forensics tools to examine and analyse digital artefacts, and search for relevant information.
- Document all findings from the examination and analysis of financial and non-financial records, photographs, relationships, and digital artefacts into various reports for internal use.
- Assist in preparing the main internal investigation report with supporting appendices for the former Director to report to the Board.
- Other ad-hoc tasks (e.g., prepare U Ltd's group consolidated accounts and financial statements announcements for SGX quarterly reporting, temporary take charge of accountant's duties for U Ltd due to resignation of U Ltd's CFO).

Provide assistance to the MIRAI Consulting Group:

- Prepare, translate and review of various marketing, legal and other documents in both English and Japanese.
- Provide various support for Japanese clients with companies in Singapore (e.g., accounting services, dealing with auditors, secretarial and tax agents, legalisation of documents, drafting employment contracts, EP application etc.)

### **Reanda Adept PAC**

**Jun 2019 – Oct 2019**

*Corporate Recovery Services Associate*

Assist the Liquidators in:

- Draft various documents for communication with different stakeholders (e.g. OSs and AEICs to Court, External reports to clients, Internal memos to Management, Letters to OR/IRAS/Creditors/Contributories etc.).
- Research on profiles of various relevant parties in connection with administration through the use of various online public registers (eg. BizFile, Companies House, SSM, JFSC, DIFC, MCA, QFC etc.),
- Research on relevant legislation of various jurisdictions concerning with administration (e.g. Malaysia Companies Act and Real Property Gains Tax Act, Qatar Companies Regulations etc.).
- Research on relevant news and updates relating to administration (e.g. insolvency proceedings against overseas subsidiary under IBBI, background information of various relevant parties relating to administration etc.).
- Prepare various documents for commissioning and lodgement with ACRA (e.g. Form 75).
- Reconstruct GL/T accounts based on available limited/incomplete information.
- Other ad-hoc tasks as required/assigned (e.g. prepare and issue new share certificate for transfer of shares in a company under administration, draft directors' and members' resolutions for overseas subsidiary under administration, valuation of overseas unquoted equity investment held by a company under administration, review of agreements, GL accounts, financial statements, tax computations, secretarial records and statutory registers of a company under administration, investigative review of financial and non-financial records etc.).

### **Vistra Corporate Services (SEA) Pte. Ltd.**

**Mar 2016 – Nov 2018**

*Senior Associate, Client Accounting*

- Responsible for portfolio management of clients.
- Handle full sets of accounts, including monthly payroll, payslips and CPF submission, quarterly GST reporting, and filing of IR8A & Appendices, GST F5 and S45 withholding taxes with IRAS.
- Prepare both company and group consolidated accounts and unaudited financial statements (FS), and generate FS in XBRL format.
- Handle treasury and banking functions (e.g. inward and outward remittances, prepare cheque payments, routine operations for portfolio of clients).
- Provide guidance to colleagues and review work completed by junior staff.
- Responsible for portfolio billing and receivables collection.
- Liaise with finance department in booking of business revenue.
- Liaise with clients with respect to requests and queries from auditors and tax agents.
- Part of the quality committee which is responsible for improving the quality of accounting services.
- Prepare training materials and conduct internal training on accounting.
- Other ad-hoc assignments and requests (e.g. prepare strike off accounts; provide solutions to queries relating to accounting and payroll matters, file and expedite IR21, prepare Form DGT 1 for Indonesian tax, file NS makeup pay claims).

### **FTC Corporate & Tax Advisory Pte. Ltd.**

**Jan 2014 – Nov 2014**

*Client Services Executive*

- Prepare payroll reports, payslips, IR8A & Appendix 8A and CPF Form 91 for submission.
- Prepare GST reports, personal tax computations, corporate tax computations and file respective tax forms/e-forms (e.g. IR21, GST F5, Form B/B1/C/C-S, AIS) with IRAS.
- Do e-stamping for various instruments and generate stamp duty certificates.

- Produce complete set of accounts (e.g. journals, TB, cashbook etc.) from source documents.
- Prepare complete set of financial statements (FS) that complies with Singapore Financial Reporting Standards.
- Draft resolutions, minutes, forms, generate FS in XBRL format, file annual returns and other necessary documents with ACRA for compliance and statutory records keeping.
- Update and maintain statutory registers and minutes books.
- Lodgement of various transactions with ACRA via BizFile.
- Take charge of other ad-hoc projects (e.g. incorporation, change of company name, share allotments & transfers).
- Handled calls and emails on other matters (e.g. audit exemption requirements, compliance requirements for Singapore companies, notarization of documents, application for Certificate of Residence, auditors' requests and queries).

#### **Deloitte & Touche LLP**

**Dec 2012 – Apr 2013**

##### *Audit Intern*

- Perform audit fieldwork and complete various audit working papers on a timely basis.
- Prepare, cross-reference and proofread draft financial statements of various clients.

#### **Freelance experience**

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#### **Portal Technologies LLP**

**Nov 2015 – Dec 2015**

- Reconstruct and prepare accounts based on source documents.

#### **Onetoone Interactive Pte. Ltd.**

**Dec 2014 – Feb 2015**

- Tabulate employees' data for IRAS submission under the Auto-Inclusion Scheme (AIS).
- Prepare resolutions, minutes and other necessary documents for ACRA filing and statutory compliance.
- Draft necessary documents for, and give guidance on, rights issue, declaring dividends and shares transfer.
- Provide guidance and answer queries raised by the directors with regards to compliance and tax.
- Research and draft other miscellaneous documents that may reduce business risk (e.g. shareholders' agreement, data privacy policy, rental of goods and services agreement).

#### **Professional Memberships**

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#### **Institute of Singapore Chartered Accountants**

**Jun 2018 – Present**

Full Member

#### **Association of Chartered Certified Accountants (ACCA)**

**Jan 2018 – Present**

Full Member

#### **Education**

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#### **Financial Forensic Accounting Qualification**

**Apr 2018 – Jul 2019**

Institute of Singapore Chartered Accountants – KPMG

#### **M.Sc. Professional Accountancy – Distinction**

**Aug 2016 – Aug 2017**

University of London International Programmes – Singapore Institute of Management

#### **Professional Level & Advanced Diploma in Accounting and Business**

**Jan 2012 – Dec 2012**

ACCA – Kaplan Financial

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**Awards & Prizes**

- ACCA Top Student Award 2017
- 2nd place for Paper P2 Corporate Reporting (2012)
- 3rd place for Paper F4 Corporate & Business Law (2012)
- SIM Silver Award 2011
- Award for Academic Achievement 2010 & 2011
- Letters of Commendation 2009 & 2011

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**Skills**

**Languages**

- English, Mandarin Chinese & Japanese (JLPT N2)

**Digital**

- MS Word, MS Excel, MS Outlook
- OSINT (e.g. Google Dorking, Internet Archives etc.)
- Computer forensics (e.g. Autopsy, emails and files searches, file signatures etc.)

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**References**

Available upon request