

CURRICULUM VITAE

EE LEEN, TAN (MS)

Age: 47 years old Marital Status: Married

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WORK EXPERIENCE

From 15 February 2023 onwards

Plaza Premium Lounge Management Sdn. Bhd. ("PPLM")

- Global leader with largest network of airport lounges, award-winning airport hospitality experiences and passenger service solutions to leading airlines, alliances and corporates around the world.

Position held:

Associate Director, Finance – Special Task Force

Responsibilities:

- (1) Key member of the local Executive Senior Management team;
- (2) Act as the local Finance-in-Charge for a task force and special assignment to set up the whole Finance department / function, particularly for pre-opening of new airport lounges and airport dining outlets around the world;
- (3) Work with the country PIC and Management aa Finance business partner to drive the financial performance of the business;
- (4) Recruit, train and guide local Finance personnel prior to task handover upon opening of new airport lounge and/airport dining outlet;
- (5) Monitor daily financial accounting related matters and working closely with local team to enhance the process flow and seek improvement for the daily process which has financial impact;
- (6) Establish and implement localized Standard Operating Procedures ("SOP"), guideline based on group policy, support or lead in Special Projects in setting up new business, policies and SOP development;
- (7) Constantly review and guide the local team in coordinating daily routine relating to accounting and procurement matters and coordinating with Shared Services and/or HQ on daily task handling and ensure group policies are followed:
- (8) Evaluate the Balance Sheets, Profit and Loss Account and Notes to the accounts and raise the abnormalities to the Business Partners and immediate finance leader to implement and recommend for local finance process:
- (9) Perform cost review to ensure resources of the business and cost are well managed and well utilized in partnership with local PIC and Management; and

(10) Any other ad hoc assignment.

WORK EXPERIENCE (continued)

From 8 February 2021 to 15 July 2021 IMU Education Sdn. Bhd.

- Under IMU Healthcare which part of the development of IMU Academic Health System Network and comprises of healthcare services from the IMU Hospital, IMU Clinics and Clinics at 3rd party locations.
- Part of Pre-Opening Team for IMU Hospital targeted to open in Q3 of 2022 Position held:

Senior Manager, Finance – Healthcare Responsibilities:

- (1) Set up of IMU Hospital in terms of pricing strategy and structure, IT systems (Operations and Accounting), workflows/processes/SOPs, staff recruitment and training, etc.
- (2) Provide leadership and guidance to the Healthcare Finance Team and Business Office to ensure proper functioning of the Finance aspects and Business aspects of IMU Healthcare;
- (3) Provide peer leadership and financial and business advisory to the Healthcare Management Team and IMU Management to enable IMU Healthcare:
 - (i) operations are efficient, optimal and profitable; and
 - (ii) achieves its strategic objectives;
- (4) Responsible for the IMH Healthcare finance and business aspects of operations, management, reporting and planning - This will include functions such as revenue assurance, budgeting and forecasting, treasury, taxation, procurement, general store and to improve/develop financial systems, financial reporting, stocks system and developing business plans for current and future business. The latter may be done jointly with other functions within IMU Group;
- (5) Ensure the IMH Hospital:
 - (i) will be implemented and monitored according to approved budget and business plan; and
 - (ii) will be business and operational ready by commencement date:
- (6) Ensure strong teamwork among the Healthcare Management Team and foster cooperation across various functions in the organization;
- (7) Work with Healthcare Management Team to:
 - (i) develop the governance policies, procedures, limits of authority, goals, business plans and financial forecast; and
 - (ii) create value to ensure growth and viability of the IMU healthcare operations; and
- (8) Executing other day-to-day responsibilities such as financial analysis, system improvement, budget planning and forecasting with close collaboration with the IMU Education Finance team to prepare monthly, quarterly and annual financial reports.

Reason(s) for leaving:

In search of a role in a more healthy working environment that suits career aspirations while making a positive difference.

WORK EXPERIENCE (continued)

From 18 September 2018 to 25 November 2019

- Hotel Equatorial (M) Sdn. Bhd.
 Re-opening of new EQ Kuala Lumpur (previously Hotel Equatorial Kuala
- Lumpur) or EQKL
 The flagship hotel for Equatorial Group of Companies
- Position held:

Director of Finance

Responsibilities:

- (1) Part of the Pre-Opening team and the Executive Committee involved in the planning, structuring, organization and implementation of the new, rebranded EQKL;
- (2) Planning and setting up all standard operating procedures relating to Finance, Administration, Procurement, Inventory Management and Receiving functions for the Hotel;
- (3) Handling the overall Finance, Purchasing, Store, Receiving, IT and Payroll operations and functions of EQKL (as Hotel operator);
- (4) Involved in the preparation of the overall system design, creation and implementation for Equatorial Group of Companies such as code creation of the Chart of Accounts, designing of financial reports, mapping for integration of systems, etc. (as Hotel owner);
- (5) Applying and obtaining the necessary licenses required to operate the Hotel through liaison with government departments such as Dewan Bandaraya Kuala Lumpur ("DBKL"), etc. in a timely manner to ensure a smooth opening;
- (6) Handling the application of merchant, e-Commerce and e-banking facilities for the Hotel through effective liaison with Bankers;
- (7) Recruitment and training of Finance team for the Hotel;
- (8) Handling all taxation matters for EQKL such as application of Tourism Tax, service tax matters, etc.;
- (9) Preparation and presentation of the Preliminary Budget for Year 1 and 2 of the Hotel to the Board of Directors;
- (10)Preparation, monitoring and reporting of Funding Requests for EQKL to the Hotel owner during pre-opening period and prior to Hotel achieving profitability; and
- (11)Any ad hoc assignment(s) required by both the Hotel operator and Hotel owner side.

Highest achievement(s):

- (1) Managed to obtain the Hotel Premise License (business operating license for hotel rooms and F&B outlets) from DBKL for EQKL within one (1) month of joining the Hotel; and
- (2) Successfully created the master shell of the Chart of Accounts for the Equatorial Group of Companies in less than two (2) months.

Reason(s) for leaving:

Personal matter (family medical emergency).

(continued)

From 16 November 2015 to 17 September 2018 Saujana Hotel Sdn. Bhd. ("SHSB")

- *Two (2) properties:
- The Saujana Kuala Lumpur ("TSKL"): 5 star resort style hotel with 250 rooms
- The Club Saujana Resort ("TCSR"): unique luxury boutique hotel with 105 rooms
- *Owned by Saujana Hotels & Resorts Sdn. Bhd. ("SHR") the hospitality flagship of Malaysian owned Peremba Group

Position held:

Director of Finance

Responsibilities:

- (1) Oversee the overall Finance, Purchasing, Store, IT and Payroll operations and functions of SHSB group (as hotel operator);
- (2) Oversee the finance operations and functions of SHR (as hotel owner);
- (3) Handle all taxation matters of SHSB group and SHR, inclusive of GST submission and other matters;
- (4) Part of the Executive Committee of SHSB which is involved in management decision-making;
- (5) Attend monthly Board of Directors meeting and present the financial performance of SHSB group;
- (6) Implement cost-cutting initiatives in order to minimize costs/ expenses and yield higher revenue;
- (7) Draw up and implement standard operating procedures ("SOPs") to dictate new policies and procedures for better monitoring and control;
- (8) Preparation of yearly budgets, inclusive of cash flow forecasts for SHSB group and SHR;
- (9) Preparation and close monitoring of cash flow for SHSB group in light of current hotel industry and world conditions; and
- (10)Preparation of feasibility and profitability analysis for new potential, ad hoc properties.

Reason(s) for leaving:

Approached by Hays with a better, challenging position and career prospects.

(continued)

From 2 March 2015 to 11 November 2015

KLSMC Stem Cells Sdn. Bhd. ("KLSMC SC")

*associated company of Kuala Lumpur Sports Medicine Center ("KLSMC") which is supported by the Ministry of Health

*the new stem cell division of a one-stop private healthcare center dedicated to orthopedic surgery with emphasis on sports injuries and articular cartilage regeneration

Position held:

Finance Manager (Senior Manager level)

Responsibilities:

- (1) Oversee the overall Finance, Purchasing and Inventory functions of KLSMC and KLSMC SC:
- (2) Handle all taxation matters of KLSMC and KLSMC SC, particularly on the current implementation of Goods & Services Tax ("GST");
- (3) Handle all five (5) other subsidiary companies with KLSMC;
- (4) Attend Board of Directors meeting and present the financial analysis and performance;
- (5) Identify areas of issues and/or potential issues and propose improvements;
- (6) Manage all Finance matters for the stem cell division in USA;
- (7) Liase with bankers, auditors, tax agents and government authorities;
- (8) Handling consolidation of accounts for the Group; and
- (9) Any ad hoc assignments

Reason for leaving:

Approached by Manhattan Group with a better, challenging position and career prospects.

From 7 October 2013 to 21 November 2014

Integrated Nautical Resort Sdn. Bhd.

*a fast-track, joint venture government project by Rajawali Corporation, Indonesia

*construction project to build an international, world class convention center and a luxury, 6 star resort under the Starwood group of hotels in Pulau Langkawi, Kedah

Position held:

Financial Controller (Senior Manager level) – on contract basis

Responsibilities:

- (1) Oversee the overall Finance functions in the project;
- (2) Handle all taxation matters of the project;
- (3) Manage the cash flow of the project, particularly focused on obtaining necessary, urgent funding;
- (4) Liase with government authorities, auditors, bankers and external third parties to the project;
- (5) Participate in critical management decision-making; and
- (6) Preparation of Board papers and participating in Board of Directors' meetings.

Highest achievement(s):

In the area of Cash Management - Managing the financial health of the projects which are fast track and ensuring that no disruption in the construction progress to meet the completion target date

Reason for leaving:

In search for permanent employment, rather than contract basis towards project completion.

(continued)

From 4 June 2012 to 14 February 2013

NCI Hospital – Nilai, Negeri Sembilan

- *Owned by Asiaprise Biotech Sdn. Bhd. a subsidiary of TH Group
- *Healthcare provider and specialist in cancer treatment

Position held:

Head of Finance

Responsibilities:

- Overseeing the overall Finance, Purchasing and MIS functions of the hospital
- (2) Review and revision of charges and pricing for the hospital
- (3) Restructuring and reorganising the Finance Department
- (4) Creation and implementation of proper Policies and Procedures for departments under charge
- (5) Participation in resolving patient issues and/or complaints
- (6) Involved in management decision making

Highest achievement(s):

- (1) In the area of Credit Control Management Reducing debt turnover days from approximately 120 days to almost 60 days and doubling up collection in about three (3) months' time
- (2) In the area of Inventory Management Reducing stock turnover days from about 130 days to less than 70 days

Reason for leaving:

Personal matter (return to hometown in Penang – mother was unwell)

From 2 June 2008 to 7 December 2011

Columbia Asia Hospital - Taiping

*21st century healthcare provider

*one of the many facilities of Columbia Asia Sdn. Bhd. in Malaysia, which has facilities in India, Vietnam and Indonesia which opened on 25 August 2008

Position held:

Finance Manager

Responsibilities:

- Deputy General Manager acting on the behalf the General Manager during his absence;
- (2) Involved in major decision making of the facility, particularly on pricing matters:
- (3) Overseeing all Finance (inclusive of Credit Control and Collection, Purchasing, Store and IT matters for the facility;
- (4) Preparation of yearly budgets for the facility;
- (5) Preparation of costing of products and services for the facility;
- (6) Liason with doctors, auditors, tax agents, insurance companies and corporates;
- (7) Providing customer service and handling customer complaints and grievances;
- (8) Daily monitoring and review of patient billings;
- (9) Supervision, review and guidance for all subordinates under charge:
- (10)Review and analysis of monthly management accounts <u>Highest achievement(s):</u>
- (1) In the area of Credit Control Management Reducing debt turnover days from approximately 90 days to almost 50 days
- (2) In the area of Inventory Management Reducing stock turnover days from about 176 days to almost 60 days within less than six (6) months' time

WORK EXPERIENCE (continued)

- (3) In the area of Product Feasibility Studies Proposed various products such as combination of health examinations which contributed to increasing the profitability of the hospital
- (4) In the area of Financial Reporting Set up of whole Finance department and drawing up the financial reporting requirements/reports

Reason for leaving:

Personal matter (divorce)

From 24 May 2005 to 31 May 2008

Ng Chong Geng & Sons Sdn Bhd

Taiping, Perak Darul Ridzuan

- * investment holding company in various diversified industries
- * principally invoived in:
- (1) the manufacture and trade in crude palm oil;
- (2) the manufacture and trading of rubber;
- (3) the manufacture and distribution of polyvinyl chloride (PVC) resin and compound;
- (4) the manufacture and retailing of versatile plastic and metal parts; and
- (5) the management of rubber and oil palm estates.

Position held:

Accountant/Internal Auditor

Responsibilities:

- (1) Drawing up of internal audit procedures both basic and specific to the particular company selected for audit;
- (2) Analysis of the strengths, weaknesses, opportunities and threats for the selected company;
- (3) Perform internal audit work at premises of the selected company;
- (4) Handling consolidation of accounts for the Group;
- (5) Preparation of internal audit report for presentation to the Board of Directors/EXCO; and
- (6) Tabling of proposals/recommendations for improvement on the internal controls of the selected company.
- Direct reporting to Audit Committee and Board of Directors/EXCO
- Involvement in any ad hoc assignments for the Group.

Highest achievement(s):

In the area of policies and procedures – Developed and implemented various Standard Operating Procedures ("SOP") which assisted to improve the performance of the Group

In the area of internal audit – Identified issues and potential issues in the Group and recommended areas for improvement

Reason for leaving:

Better career prospects

From 11 October 2004 to 11 May 2005

Ambangan Heights Sdn Bhd, Amanjaya

Sungai Petani, Kedah Darul Aman

- * a subsidiary of Sharikat Permodalan Kebangsaan Berhad ("SPKB") which is its ultimate holding company
- * property development and project management consultancy services. Position held:

Finance Manager - SPK Homes

(continued)

Responsibilities:

- Head of Finance, IT and Credit Control departments for the Company as well as for its holding company, Ideal Appraisal Sdn Bhd ("the Group")
- (1) Overseeing all Finance, Taxation, IT and Credit Control matters of the Group;
- (2) Heading the clean-up and restructuring of the whole Finance, IT and Credit Control departments of the Group;
- (3) Provision of proposals and recommendations for the improvement of the workflow of the Group;
- (4) Supervision, review and guidance of all subordinates under charge;
- (5) Analysis and computation of financial data for decision-making of Board of Directors;
- (6) Effectively manage funds of the Group; and
- (7) Liason with auditors, tax agents, bankers and government authorities.
- Assist in developing financial strategies for the Group
- Assist in managerial duties as and when deemed necessary
- Involvement in the proposed Initial Public Offering ("IPO") exercise of the Company
- Participation in the preparation of forecasts and projections for the IPO exercise of the Company

Highest achievement(s):

In the area of Credit Control Management – Managing collection to be within 60 days after conducting a major exercise to write off all previous bad debts in the accounts

Reason for leaving:

Personal matter (ex-husband insisted return to Taiping to start family)

From 21 June 2004 to 4 October 2004

Sunway Lagoon Water Park Sdn Bhd, Tambun

Ipoh, Perak Darul Ridzuan

- * a subsidiary of Sunway City (Ipoh) Sdn Bhd and a member of the Sunway Group
- * new water park in Tambun, Perak
- * service-oriented industry

Position held:

Assistant Manager - Finance & Admin

Responsibilities:

- Head of Finance, Treasury, Administration, IT, Procurement and Inventory Departments
- (1) Overseeing all Finance, Treasury, Taxation, Administration, IT, Procurement and Inventory Management and Receiving matters of the Company;
- (2) Planning and setting up all standard operating procedures relating to Finance, Administration, IT, Procurement and Inventory Management and Receiving functions;
- (3) Selection, recruitment, review and supervision of all subordinates under charge; and
- (4) Liason with potential vendors, bankers and government authorities
- Direct reporting to the General Manager

Highest achievement(s):

In the area of policies and procedures – Developing various SOPs for the finance department

Reason for leaving:

Offered better position with greater career prospects

(continued)

1 June 2002 to 14 March 2004

Gunung Capital Berhad (formerly known as Taiping Super Berhad) – Taiping, Perak Darul Ridzuan ("GCB")

- * Public listed company on Second Board of the Kuala Lumpur Stock Exchange ("KLSE")
- * Property investment holding company with 5 wholly owned subsidiaries, including a Singapore incorporated company
- * Principally involved in:
- (1) the manufacture and fabrication of bus coaches;
- (2) travel and tour via its wholly owned subsidiary, Gunung Raya Travel Pte Ltd ("GR") in Singapore; and
- (3) express bus business.

Position held:

Group Finance Manager

Responsibilities:

- Head of Finance, Human Resource and Administration for the whole Group of companies, inclusive of GR in Singapore
- (1) Overseeing overall finance, costing, human resource and administrative operations of the Group;
- (2) Managing and control of cash flow for the Group;
- (3) Handling consolidation of accounts for the Group;
- (4) Preparation of fortnightly payroll and managing administrative matters of the Group;
- (5) Addressing all taxation matters for the Group; and
- (6) Review and supervision of all subordinates under charge.
- Direct reporting to the Chairman & CEO and Executive Director of the Group
- Participation in major decision making for the Group
- Assisting in corporate finance matters for the Group
- Preparation of consolidation of accounts of the Group for quarterly submission to KLSE
- Involvement in the corporate restructuring exercise of the Group which includes Rights Issue with Warrants, Convertible Unsecured Loan Stocks ("CULS") and Employee Share Option Scheme ("ESOS")
- Liasion and correspondences with bankers, auditors, tax agents, lawyers and government authorities
- Involved in the clean-up and restructuring of the whole accounting system of GR in Singapore
- Involved in special ad hoc assignments for GCB, namely proposed mergers and acquisitions

Highest achievement(s):

- (1) Attaining a moratorium of two (2) years on the interest payable on loans from the local and foreign (Singapore) banks while pending rights issue and warrants for the Company; and
- (2) Handling payroll matters for the Company.

Reason for leaving:

Ethical reasons

1 August 2001 to 31 May 2002 Silverstone Berhad - Taiping, Perak Manufacturer of low profile high performance tyres Position held: Accountant Responsibilities:

(continued)

- Head of department for its wholly-owned subsidiary, Silverstone Polymer Industries Sdn Bhd (formerly known as Pine Castle Sdn Bhd) Taiping, Perak Darul Ridzuan which includes:
- (1) Overseeing its overall finance and costing operations for a manufacturer of retreaded tyres; and
- (2) Review and supervision of subordinates under charge.
- Handling all taxation matters for both SB and PCSB as well as SB's marketing arm, Silverstone Marketing Sdn Bhd

Highest achievement(s):

In the area of taxation – Obtaining the tax incentive on capital allowance for the Company

Reason for leaving:

Offered a better position with greater career prospects

1 September 1997 to 21 June 2001

PricewaterhouseCoopers (Penang Branch)

Position held: Audit Senior

<u>Fields:</u> Manufacturing (particularly in the electronics and IT business), trading, supermarket and departmental stores, hotel, services, property

development and construction, investment holding

Reason for leaving:
Join commercial line

PROFESSIONAL QUALIFICATIONS

Certified Practising Accountant (CPA)

CPA Australia

Since 27 October 2000

MEMBERSHIP OF PROFESSIONAL BODIES

CPA Australia

Membership certificate - CPA status

Since 27 October 2000

Malaysian Institute of Accountants (MIA)

Chartered Accountant (previously Public Accountant status)

Since 20 April 2001

TERTIARY QUALIFICATIONS

Bachelor of Commerce Deakin University

Warrnambool campus, Australia

Majors: Accounting & Management

ACADEMIC AWARDS

1996 - Scholarship for Best International Student

(Twinning Program Transfer)

1994 - Most Outstanding Disted Student

Faculty of Management (Business Statistics)

1992 - Best Student of the Class

(Sekolah Menengah Keat Hwa

Alor Setar, Kedah)

ACADEMIC AWARDS (continued) State Level School Representative:

History Quiz - 2nd place UUM Accounting Quiz - 2nd place

Malay Poetry Competition

(Berbalas Pantun) - consolation

School Malay Essay Writing

Competition - 2nd place

1991 - Best Student for:

General Science (Sains Am) & Malay (Bahasa

Malaysia)

Best Student of the Class

(Sekolah Menengah Keat Hwa, Alor Setar, Kedah)

SENIOR SCHOOL STUDIES

1994 - General Certificate of Education

(Advanced Level)

Associated Examining Board Kolej Damansara Utama, Penang

1992 - Sijil Pelajaran Malaysia (SPM) Sekolah Menengah Keat Hwa

Alor Setar, Kedah

EXTRA CURRICULUM

1992 - Official Assistant of the School Debate

Team for the Northern Region Competition

Secretary for the School English Language Society

House Representative of the 100 meters dash &

4x100 meters relay for Sports Day

1991 - Sergeant-at-arms of the School Interact Club

Master of Ceremony (M.C.) for the School Interact

Club Installation

Narrator of School Play for Speech Day

OTHER SKILLS & INFORMATION

* Computer knowledge

Participated in implementation of SAP/R3 system for:

- Finance (General Ledger, Accounts Receivable, Accounts Payable, Treasury, Asset Management, Product Costing)
- Production Planning
- Material Management
- Sales and Distribution

AS400 system

University networks system (Unix) IBM & Apple MacIntosh:

MS Windows 2000/XP

Word Excel Access Powerpoint

OTHER SKILLS & INFORMATION

(continued)

Lotus Smartsuite 2000 MS Works Professional Write Ami-Pro Lotus Notes 4.51

Internet - Eudora, Telnet, Internet Explorer,

Netscape, MS Outlook Express

Wincom Payroll System

MCSB accounting system

UBS accounting system

Care21 system (specifically tailored for Columbia Asia Hospital – Taiping)

I-Care system

Tally system

* Driver's License Possess own transport

* Communication skills

English - Proficient (listening, speaking, reading and writing)
Achieved an overall band score of 8.0 in IELTS exam on 3 June 2017
(Academic Paper)
(Listening – 9.0, Reading – 8.0, Writing – 7.5, Speaking – 8.0)

Fluent writer & speaker of:

Malay

Very basic knowledge of Mandarin & Cantonese (spoken)

Professional Selling Skills (2005)

Credit Management & Collection Strategies (14 & 15 July 2009)

Leading & Managing Change (19 July 2009)

Patient Interaction Skills (15 & 16 September 2009) Conducting An Effective Domestic Inquiry (4 – 6 May 2010)

Code Yellow Drill (16 January 2011)

Iscala system, Transight system, Opera System

SunSystems Accounting system, Birchstreet Procurement system, Infor HMS system, Shiji POS System, AutoCount system

Oasis PMS System, Web Admission System / WAS Back Office System, CheckSCM System, Plaza POS system, Pointsoft POS System

LEISURE INTERESTS

Swimming, Badminton, Table Tennis, Bush Walking, Volley Ball & Baseball, Reading Novels

LAST DRAWN SALARY

RM274,800.00 per annum (inclusive of RM900 Transportation Allowance per month)

Other main benefits: Company mobile and sim card, Internet allowance RM1,800 per annum, laptop, professional membership subscriptions (both CPA and MIA), free seasonal parking space, outpatient coverage (inclusive of dental and optical) RM2,500 per annum, inpatient benefits with insurance coverage, personal accident insurance coverage of RM500,000, five (5) day week

EXPECTED SALARY Negotiable

AVAILABILITY One (1) Month

Summary list of some of the companies involved in for audit work:

- Dell Asia Pacific Sdn Bhd
- Mattel (Malaysia) Sdn Bhd
- Sime Tyres International (M) Sdn Bhd
- Mafipro Sdn Bhd and Guinea Trading Sdn Bhd
- Teleflex Medical Sdn Bhd (formerly known as Rusch Sdn Bhd and Rusch Manufacturing Sdn Bhd)
- Mediquip Sdn Bhd
- Sumirubber Industries Sdn Bhd
- Eastern & Oriental Hotel and Lone Pine Hotel
- Euromedical Sdn Bhd
- Chocolate Products Sdn Bhd
- Hitachi Semiconductor Sdn Bhd
- Kilang Gula Felda Sdn Bhd
- Altera Corporation Sdn Bhd
- Precico Sdn Bhd and Electrotech Sdn Bhd
- Oriental Shimamura Sdn Bhd
- Sony Electronics Malaysia Sdn Bhd

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