

TAN WEE AI

(MBA CANDIDATE)

PROFILE

A track record of being an integral member of the management team and playing a key role in creating effective solutions that have an immediate impact and contribute to the long-term success of the organization.

CONTACT

PHONE:
+6012-8703132

LINKEDIN:
www.linkedin.com/in/weeai-tan/

EMAIL
weeai84@gmail.com
weeai@hotmail.com

ACTIVITIES AND INTERESTS

Scuba Diving
Travel
Yoga
Great Food

WORK EXPERIENCE

Group Head of Finance ALTY Orthopaedic Hospital

2020 till present

- Setup & manage the Finance Division, including Financial Services, Budgeting & Pricing, Procurement, Warehouse (Medical Supplies only), Credit Control & Business Office.
- Streamline the business processes with the establishment of new department and existing department.
- Implement new software for HIS (Hospital Information System) and FIS (Finance Information System) and streamline the business operations within 1 year.
- Establish a new annual budget format supported by a strategic strategy and market analysis for budget implementation within the restrictions of limited resources.
- Implement and establish a new pricing strategy based on market positioning and a comparison with the competitors.
- Lead and spearhead the company's cost-cutting initiative.
- Successfully established and implemented internal controls, procedures, and policies, including the establishment of a Limit of Authority (LOA) framework to effectively govern business operations.
- Procurement and management of general insurance and medical malpractice.
- Handling audit queries from external auditors and following up on audit findings.
- Liaise with bankers, vendors, tax agent/tax consultants, auditors (internal & external), and relevant government bodies to ensure compliance with regulatory compliance.

ACHIEVEMENTS

- Transferring services from an outsourced accounting firm to in-house within three months, as well as recruiting new employees to replace the outsource firm.
- Migrated FIS (Financial Information System) and HIS (Hospital Information System) within 1 year after joining.
- Spearhead the tax optimization and corporate restructuring with the support of a tax firm from one of the Big 4.
- Net Tax savings of RM900k with a cost of RM10k.

Senior Manager, Financial Services Prince Court medical Center

2017-2020

- Manage Financial Services, including Management Accounting, Accounts Payables, Treasury and Warehouse Operation (Medical Supplies only)
- Maintain proper financial accounting, GST & SST compliance, and internal controls in accordance with Group procedures and policies.
 - Includes Examine and analyse the monthly management report, bank reconciliation, inter-company reconciliation, and vendor reconciliation.
 - Supervise and participate in stock take to ensure that stocks are properly accounted for and that stock variances are checked, approved, and recorded.
 - Managing general insurance, malpractice insurance, and all-risk insurance for contractors
 - Handling audit queries from internal and external auditors and following up on audit findings
 - Liaise with bankers, vendors, tax agent/tax consultants, auditors (internal & external), and relevant government bodies on compliance with regulatory compliance

ACHIEVEMENTS

- Successfully addressed and resolved 9 management letter issues identified by external auditor EY, resulting in zero issues raised within a 2-year period.
- Implemented measures that effectively decreased stock take variance and expired stocks by 50%, leading to a reduced stock take frequency from quarterly to biannually.
- Successfully facilitated the transition of Accounts Payables and Treasury functions from a shared service center to an in-house model due to changes in shareholder composition.

Finance Manager

Pantai Hospital Ampang

2014-2016

- Manage Finance, Credit Control and IT
- Ensure proper financial accounting, GST compliance, and internal controls that are in accordance with Group procedures and policies.
- Includes Review and analyze the monthly management report, bank recon, interco recon, stock recon, vendor recon and debtors recon
- Monitor and participate in a half-yearly stock take to ensure stocks are properly accounted for and stock variances are checked, approved, and recorded.
- Liaise with bankers, vendors, tax agents/consultants, auditors (internal & external), and relevant government bodies on regulatory compliance
- Ensure that the hospital's financial affairs are carried out in accordance with the organization's goals and practices.
- Ascertain operational efficiencies/cost savings within the hospital and integrate best practices in the financial, cost and management accounting.
- Establish and monitor annual operating budget, forecast and revisions.
- Prepare and coordinate cash flow forecasts and annual budgets.
- Review and approve all payments, including petty cash, to ensure only appropriate payments are made.

ACHIEVEMENTS

- Resolved outstanding issues resulting from a system migration, including long-outstanding items in bank reconciliation and ensuring prompt payment to specialist doctors and vendors.
- Implemented process streamlining initiatives to improve the interdepartmental workflow between front office and creditor control, resulting in shorter processing times and increased efficiency in debt collection.

Business Process Analyst (2009) – Internal Audit Manager (2014)

Columbia Asia

2009 – 2014

Internal Audit Manager, 2011 till 2014

- Lead internal audit department for South East Asia hospitals which comprise of Malaysia, Indonesia & Vietnam. Comprise of 13 hospitals and 2 clinics
- Create new internal audit programme.
- Develop standardized audit working paper for record keeping purpose
- Prepare an annual audit plan & audit scope
- Propose new controls to management in areas where there is a control weakness
- As a result of the findings for the routine audit, conduct a fraud case investigation.
- Enhanced business processes to be more efficient and timely manner
- Participate in an annual assurance audit in India for outsourced internal audit activities.
- Propose and draft audit charter for new internal audit activities.

Business Process Analyst, 2009 till 2011**Finance**

- Implementing and setup new hospitals in Malaysia & India
- Setting up Finance Department for new hospitals in Malaysia
- Assisting in service tax license application, credit card machine application, vendor credit application, operation bank account application
- Define roles and responsibilities for finance executives
- Assist Finance Manager with their roles for first 3 months
- Prepare financial reports for new sites for the first 3 months
- Present operating report to Chief Financial Officer and Finance Manager (Regional)
- Training Finance Department and Pharmacy Department on software usage and day to day operation.
- Trainees comprise of General Manager, Finance Manager, Pharmacy Manager and etc.
- Implementing new policies and procedures at the same time.
- Station support after hospital go Live (Finance and Pharmacy)

IT

- Troubleshooting when Level 1 and Level 2 IT support unable to resolve the issue.
- Involves in initial testing of software at developer office in India
- Reported 32 bugs for inventory and back office module
- Total bugs reported 138 which includes clinical and front office module.
- Responsible to new creation of user guide for Inventory, Back Office and Front Office module
- Deputy Project Manager for Assessment Project
- Project Manager for Re-training after assessment exercise

Audit Associate**KPMG**

2008-2009

- Finalized audited financial statements
- Site visits to a timber camp, an oil palm estate, a veneer factory, and an oil palm mill.
- Conduct a stock count to assess the condition of the site, which has an impact on their current and future financial performance.
- Business nature of the audited companies comprise of oil palm, shipping, ship building, timber and equipment rental

EDUCATION

Nottingham University, MBA Candidate

On-going (expected to be completed by end of 2023)

MBA

MIA (Malaysia Institute of Accountants)

Membership Number: 47237

Curtin University of Technology

2006

Bachelor of Commerce (Accounting & Finance)

KEY SKILLS AND CHARACTERISTICS

- Budget Management
- Internal Control
- Friendly, courteous and service oriented
- Poised under pressure
- Quality Assurance & Internal Control

REFEREE

- Chong Yee Mun
Ex-CEO , Prince Court Medical Center
012-283 9286
- Teoh Goey Siam
Group CFO , Aurelius Healthcare
012-388 1149