

Kassie Lee

Finance Manager



Experienced Finance with a demonstrated history of working with Fortune 500 companies in the Information and Communication Technology Industry. Skilled in Microsoft Office, forecast and budgeting, and financial data analysis, as well as good communication and cross-department coordination skills. A self-starter exhibits a high work ethic, dedication, integrity, and competence.

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WORK EXPERIENCE

Business Finance Controller Huawei Technologies Bahrain W.L.L

08/2018 - 12/2022

Middle East Region

- Carry out financial activities such as project estimation, project budgeting, rolling forecast, project budget execution, accounting, and project final accounting.
- Conduct the project performance analysis to analyze the deviation based on budget and rolling forecast and drive continuous improvement of project costs and profit.
- Improve the quality of project finance and project business, and be responsible for compliance with relevant processes in project financial management.
- Organize the management activities of financial elements (e.g. financing/tax and etc.) and track the implementation of financial solutions, to support sales projects.
- Liaise closely with the business team (including sales, delivery, procurement & collection teams) to monitor the sale and delivery process, to ensure proper project delivery and documentation for payment, sale invoicing, and collection purposes.
- Ensure project delivery operation complies with Company's financial management & internal control regulations.
- Learn end to end billing-collection process for both customer and internal to improve overall AR efficiency. Track collection target achievement by guiding each role to complete their task following certain deadlines.
- Being Financial responsible for reviewing each and every contract & quotation. Participate in contract terms design.
- Support management decisions.
- Conduct operational meeting and prepare monthly key task order to be followed up from time to time

Project Finance Controller Huawei Technologies Bahrain W.L.L

04/2017 - 07/2018

- Ensuring a financial analysis (root causes and mitigation solutions) and support in monitoring operations.
- Provide finance support to business key roles like Project Manager and Key Account Delivery Director.
- Completing budget preparation & monthly forecast for projects.
- Optimize and maintain project financial principles and internal control framework
- Ensure the project delivery comply with company's rules and regulations.
- Monitoring budget consumption.
- Financial data analysis and gap analysis.
- Data preparation to support for management decisions making.

HONOR AWARDS

President Commendation–Excellent Collection Country (11/2021)

Huawei Technologies Lebanon

- Overcame difficulties such as war, exchange rate plunge, change of customer executives' political struggles, and epidemic situation. Completed the opening of xx million LC, with a year-on-year increase of xxx%, and supported project delivery and payment collection.
- Drive the customer and the bank to approve the L/C extension, ensure that the payment collection of historical contracts is US\$xx million, and clear and avoid the long overdue payment of US\$xx million.

Huawei GTS President Award–Excellent Project Award (06/2019)

Huawei Technologies Bahrain

- Enhance high customer satisfaction and lead to 5G XX Sites PO for Huawei.
- Aggressively adopted and project over achieved all key Automation KPI's.

President Commendation– Excellent Cost Reduce Project (12/2020)

Huawei Technologies Bahrain W.L.L, Bahrain

- Carry out cost analysis, open analysis of different SOWs, and conduct multiple rounds of clarification, which lays the foundation for judging the rationality of subcontractors' quotations and reducing costs.
- Reduced delivery costs and improved operating conditions in Lebanon's long-term persistent high costs

The Excellent Finance Individual Award (12/2017)

Huawei Technologies Bahrain W.L.L, Bahrain

- Good connectivity, can effectively communicate with surrounding modules and departments.
- Efficiently complete the internal control of financial reports of operating assets, financial inventory, intelligent calculation of budget forecast, representative office forecast and review organization which increased 20% revenue.

SKILLS

Microsoft Excel/Power Point

Good interpersonal skills

Creativity

Project management

Financial Accounting and Analysis

Cost Accounting

Cash Flow Management

Financial Analysis

EDUCATION

BA(Hons) Degree in Finance and Investment

Waterford Institute of Technology, Co, Waterford, Ireland

09/2014 - 11/2016

Second Class Upper Honor Degree

LANGUAGES

English

Full Professional Proficiency

Mandarin

Native or Bilingual Proficiency

Malay

Professional Working Proficiency

Cantonese

Native or Bilingual Proficiency

REFERENCES

Ms. Nini Ho

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Mr. Chan Wei

“Project Director”

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