

CURRICULUM VITAE

Cheong Yee Wen (Evon)



Date of birth : 26th September 1988

Marital Status: Single

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Nationality : Malaysian (Singapore Permanent Resident)

PERSONAL STATEMENT

- Strong account knowledge with accounting and audit background.
- 2 years experience of account receivables and payables in commercial firms.
- 3 year accounting service experience, typically for software MYOB and audit express.
- Able to absorb technical information and logical approach to work.
- Detailed person who thinks critically and analytically.
- Effective and efficient in problem-solving.
- Highly organized person who is capable of working with minimum supervision.
- Strong interpersonal and communication skills, both written and verbal.
- Good team player but also a willingness to work using own initiative.
- Adapt to the stressful environment easily, able to work to tight deadlines.

WORK EXPERIENCE

FAC & Associates Pte Ltd

From: Dec 2013 – Current

Position Held: Account Executive

Detailed Activities:

- Handle and maintain monthly / yearly full set of accounts and reporting, closing of accounts.
- Perform monthly bank reconciliation and monthly financial report.
- Assist in preparing audit schedule and GST submission.
- Negotiating with clients, solving any problems and making sure deadlines are met
- Managing the account's budget and invoicing the client.
- Client based consist of rubber trading, elevator project, wholesale.
- Assist and support audit and ad-hoc assignments as and when required.

Sector: Audit firm

Reason for leaving: Looking for better career prospects and professional growth in audit experience.

MOVA Automotive Pte Ltd

From: Oct 2012 – Nov 2013

Position Held: Account assistant (Payables)

Detailed Activities:

- Handle accounts payable roles, verify cost and prices and match purchase invoice.
- Include data entry and posting, monthly bank reconciliation, closing activities.
- Prepare monthly payment and communication with all suppliers. Respond inquiries, reconciliation record transaction,
- Month end AP closing, reconcile with GL, clear out of balance with workshops.
- Review ageing report monthly & communicate with all supplier, monitor bank balances and process in order to make payment to suppliers.

Sector: Automotive services industry

Reason for leaving: Intended to explore accounting in various industry and eager to learn full set of accounting

Freight Links Express Pte Ltd

From: Aug 2011 – July 2012

Position Held: Account assistant (Receivables)

Detailed Activities:

- Handle accounts receivable, assist with daily payment issued, data entry and posting.
- Review ageing report monthly, monitor invoices outstanding balances and communicate with all customers.
- Perform monthly bank reconciliation and monthly closing activities.
- To support daily operation on financial matters

Sector: Freight Forwarding/ Logistics

Reason for leaving: Looking career advancement opportunities in relation to Account Payables.

EDUCATION

2009 – 2011 University Tunku Abdul Rahman (UTAR) Malaysia.

Course: Bachelor of Commerce (HONS) Accounting

CGPA : 2.66

Major Courses: Auditing, Accounting Information System, Business and Corporate Law, Business and International Finance, Cost Management, Financial Accounting, Managerial Accounting Decision Making, Strategic Financial Management, Taxation

Final Year Project (Degree) : The significance of Human Resource Management Practices towards Knowledge Management within Public Listed Companies in Malaysia.

2007 – 2009 College Tunku Abdul Rahman (KTAR) Malaysia.

Diploma in Business Studies Accounting

CGPA : 2.96

Major Courses: Financial Accounting, Business Economics, Management Accounting, Financial Management, Business Law, Managing Information Systems, Information for Control and Decision Making, Corporate Law & Governance, Principles of Auditing

OTHER SKILLS AND COMPETENCES

English, Mandarin, Malay - Proficient user

Computer Skills: Microsoft Windows, accounting software MYOB, audit express

REFERENCES

Ms. Annie Lim

Mova Automotive Pte Ltd (Account Manager)

Phone: 6476 3333

Email: annie@mova.com.sg

Miss. Long Shih Yun

Freight Link Express Pte Ltd (Senior Account Executive)

Phone: 9679 8201

Email: shihyunn.long@freightlinks.net

Ms. Regina Pappu a/p P. Anthony

University Tunku Abdul Rahman (Final Year Project Supervisor)

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