

## PERSONAL INFORMATION

Name	Chen Baorun Christine
Date of Birth	21/02/1988
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## CAREER OBJECTIVE

I'm a passionate, hard-working & self-driven individual who aspires to be a part of a vibrant leading Financial Institution where I can contribute my skills, knowledge and experience efficiently to the growth of the organisation.

## EDUCATION AND QUALIFICATIONS

Jan 2015 – Now	<b>CPA Australia (Associate Member)</b> 1 Segment completed (Ethics & Governance)
Aug 2011 – May 2014	<b>BSc. Accounting &amp; Finance</b> University of London International Programme 2 <sup>nd</sup> Class Honours
Apr 2007 – Apr 2010	<b>Diploma in Accountancy</b> Singapore Polytechnic GPA: 3.5/4.0
Jan 2002 – Dec 2006	<b>GCE 'O' Levels</b> Nan Chiau High School

## PROFESSIONAL EXPERIENCE

Oct 2014 – present	<b>Client Services Assistant Accountant</b> Augentius (Singapore) Pte Ltd
Main Job Scopes	<ul style="list-style-type: none"><li>• Providing fund administration services in particular Private Equity Funds</li><li>• Positioned to in-charge of preparing management accounts of Private Equity funds and reports to client &amp; investors on a timely manner</li><li>• Calculate and prepare Capital Calls, Distribution notices, Equalisation &amp; Partner Statements to the Limited Partners of the funds</li><li>• Ensure client deliverables are met within the tight deadlines with utmost accuracy</li><li>• Handling quarterly and annual reporting of the funds</li><li>• Liaising with clients &amp; auditors on various audit work</li><li>• Portfolio administering: Equis Funds Group, Armstrong Asset Mangement</li></ul>

## PROFESSIONAL EXPERIENCE

Jun 2012 – Oct 2014

### **Finance Executive**

Building and Construction Authority

Main Job Scopes

- Handling Accounts Payables (AP) function
- Responsible for processing suppliers' invoices
- Receipting and matching of Purchase Orders
- Performing AP month-end closing
- Reconciling suppliers' statement of accounts with creditors ledger, monitoring outstanding invoices
- Managing Audit Schedules and answering audit queries
- Preparing Journal Entries relating to AP function

Reason for leaving

- To pursue an exciting career & broaden my understanding of accounting functions in Financial Services industry

May 2010 – Feb 2012

### **Accounts Executive**

Corporate Accounting Services Pte Ltd

Main Job Scopes

- Provided outsourced accounting services to the clients
- Prepared full set of accounts for Annual Returns filing
- Managed quarterly GST submission
- Managed monthly CPF submission
- Prepared Management Accounts for clients' monthly / quarterly reporting
- Clients range from retail, spa/beauty, property, general trading to engineering & manufacturing industries

Reason for Leaving

- Took a few months break to study for part-time degree examinations

Mar – Apr 2009

### **Audit assistant (Intern)**

Deloitte & Touche LLP

Main Job Scopes

- Assisted audit seniors to carry out audit field work

## PROFESSIONAL SKILLS

Computer Skills

Sunguard Investran v6.2 Accounting, Reporting Services package  
ORACLE E-Business Suite - Payables, Receipting & GL module  
Crystal Reports Microsoft Visual SourceSafe  
Intralinks  
Citrix XenDesktop  
Intuit Quickbooks  
MS Excel  
MS Word  
MS Powerpoint

Language Written

English, Chinese

Language Spoken

English, Chinese

Other Skills

- Strong in analytical skills & attention to details
- Confident communicator
- Team-player
- Fast learner & independent