

CAI PEIZHEN

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SUMMARY

An independent and responsible employee who is able to prioritise her work well. Adept at multi-tasking and willing to put in extra effort and hours when necessary in order to meet deadlines. Demonstrated teamwork and is well-liked and dependable.

EDUCATION

Nanyang Business School, Nanyang Technological University

Bachelor of Accountancy

Jun 2015

Victoria Junior College

GCE 'A' Level Certificate

Dec 2011

CHIJ St. Nicholas Girls' School

GCE 'O' Level Certificate

Dec 2009

INTERNSHIP/WORK EXPERIENCE

KPMG LLP

Senior Audit Associate (Real Estate, Consumerism, Tourism)

Sep 2015 - present

- Performed audits for publicly and privately held clients in the following industries: REITS, Manufacturing and Exporting, Retail
- Maintained productive relationships with client while gaining comprehensive understanding of the clients' operations, processes and business objectives
- Responsible for analysing financial data, designing suitable procedures and applying appropriate accounting principles and auditing standard to support the conclusion reached for the allocated audit sections
- Guided and mentored junior associates and interns on audit processes

Fast Retailing (Singapore) Pte Ltd

Finance Intern (Internship)

May 2014 - Jul 2014

- Responsible for assisting with Accounts Payable and Accounts Receivable Reconciliation; Bank Reconciliation as well as the monthly and quarterly Journal Entries Preparation
- Responsible for the drafting of Internal Control Documentation

Housing and Development Board

Assistant Administrative Executive (III) (Full-Time)

Feb 2012 - Jul 2012

- Responsible for checking and ensuring the validity and accuracy of sales documents
- Responsible for co-ordinating the transfer of documents between teams in the department

CO-CURRICULAR ACTIVITIES / COMMUNITY INVOLVEMENT ACTIVITIES

Accountancy & Business Club

Events Specialist

Aug 2013 - May 2014

- Planned various events for the Accountancy and Business students in Nanyang Business School to attract participants through creative ways

Community Involvement Programme

Leader

Apr 2011 - Jun 2011

- Joint project between Victoria Junior College and Hwa Chong Institution
- Team Leader for Victoria Junior College
- Initiated Camp E!xclamation (for P5 and P6 students under the Financial Assistance Scheme)

Fencing

Sabre Girls' Team

Mar 2010 - May 2011

- Participated in National Inter-School Fencing Championships 2011 - 'A' Division

Chinese Cultural Society (Drama)

Member

Jan 2006 - Dec 2009

- Learnt and experienced the workings of a stage drama production
- Achieved Silver in the Singapore Youth Festival 2009 - Chinese Drama Category

SKILLS/COMPETENCIES AND INTERESTS

Information Technology: Microsoft Office (MS Word, MS Excel, MS Powerpoint)

Language Proficiency: English, Mandarin (Chinese), Korean (Basic)

Interests: Food and travelling