

Sheila Octania

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PERSONAL DETAILS

Age : 28
Nationality/ Race : Indonesian/ Chinese
Marital status : Married
Residential status : Singapore Permanent Residence (SPR)
Availability : Immediate

CAREER OBJECTIVE

To develop relevant skills to become a professional accountant and work in a company with good corporate governance

WORKING EXPERIENCE

Period : April 2012 – present
Current Position : **Accounts Executive**
Company : Timothy Holdings Pte. Ltd. (Singapore)

Job scope

Job roles of handling full-set accounts for more than 20 companies:

- Responsible for monthly closing for corporate group accounts (majority related with Property Management)
- Preparation of GST reports and submission of GST returns
- Data entry with MYOB Accounting software
- Monitor cash flow for corporate group
- To maintain inter-co transaction and monitor reconciliations
- Preparation of Audit schedules
- Preparation and submission of Bizfin filing required by ACRA
- Preparation of Tax computation and Form C
- Assist with Tax planning for corporate group
- Liaise with auditors for year-end audit

Period : October 2010 – March 2012
Position : **Accounts Assistant**
Company : Praise the Lord Accounting Services Pte. Ltd. (Singapore)

Job scope

Job roles of handling full-set accounts for more than 15 clients:

- Data entry with MYOB and Quickbook Accounting software
- Preparation of GST reports and submission of GST returns
- Preparation of monthly accounting report
- Invoicing and processing payments
- Payroll and CPF submission
- Accounts finalization for sole proprietorship
- Preparation of Audit schedules
- Liaise with auditors/tax agents for year-end audit and tax matters
- Preparation of IR8A forms

EDUCATION

2011 - present	ACCA Qualification (completed 13 out of total 14 papers)
2007 - 2010	INTI University College, Malaysia. B.A in Accounting, University of Hertfordshire, UK Qualification obtained date and results: 3rd July 2010, First Class Honours

ACHIEVEMENTS AND ACTIVITIES

June 2017 -present	Appointed as Treasurer of Toastmasters Club @ Duxton Singapore
June 2016 -May 2017	Appointed as Secretary of Toastmasters Club @ Duxton Singapore
July 2010	Recipient of HLB Ler Lum Industry Award for Best Academic Award for Accounting Major

SKILLS

• Accounting and Payroll Software

Knowledge in MYOB and Quickbook Accounting Software

• Computer Literacy

Proficient in Microsoft office

• Linguistic Proficiency

English – Fluent in both spoken and written

Bahasa Indonesia – Very fluent in both spoken and written

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