

Shirlyn Neow Xue Lin

Blk 669 Woodlands Ring Road, #02-357 Singapore 730669

93372989

Shirlynneow@gmail.com

Summary	<ul style="list-style-type: none">• Skilled at learning new concepts quickly and working well under pressure• Proficient in Microsoft Words, Excel, Powerpoint, Oracle and ACCPAC• Positive work attitude and good team player
----------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Education	Completion of ACCA professional examination in December 2009 (ACCA Affiliate since 2010 - 2014, ACCA Member since August 2014)	2009
	Serangoon Junior College A Level – Science	2002 – 2003
	Serangoon Garden Secondary School O Level – Science	1998 - 2001

Career History & Accomplishments

Singapore District Cooling Pte Ltd Accountant (July 2014 - Present) Assistant Accountant (February 2014 - June 2014)	<i>February 2014 – Present</i>
-------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------

- Daily/Adhoc:
 - Maintenance of fixed asset register
 - Processing of staff claims, supplier invoices and payments
 - Monthly: Responsible for the following:
 - Preparing monthly full sets of accounts and financial statements for reporting
 - Preparation of general ledger journal entries
 - Reconciliation of fixed asset ledger, accounts receivables and accounts payables sub ledger to general ledger
 - Preparation of monthly bank reconciliation and accounting schedules
 - Quarterly: Preparation of GST reports
 - Annual: Assistance in internal and external audits
-

Alpha Investment Partners Pte Ltd. Senior Accounts Executive (February 2013 – February 2014) Accounts Executive (April 2011 – February 2013)	<i>April 2011 – February 2014</i>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------

- Responsible for preparing full sets of accounts and involving multi-currencies.
 - In charge of 1 fund, 1 special fund and 8 Special Purpose Vehicle (SPV)
 - In charge of monthly closing activities for above. This includes recurring journals like accruals, prepayments, etc and adhoc journals when required.
 - Responsible for preparing financial reports, tax computations and quarterly management and investor reports.
 - Involve in cash management (e.g. dividend payments, third party and intercompany payments, instructions for hedge settlement) and other related ad hoc duties
 - Liaise with external auditors, tax agent, company secretary and overseas administrators
 - Ensure that policies/accounting treatment of investment instruments are in compliance with International Financial Reporting Standards
-

Panasonic Trading Singapore
Accounts Executive

August 2009
– March 2011

- Review sale profit report to check for fluctuation/inconsistency
- Prepare monthly cashflow forecast
- Process payments for factories and carriers/forwarders and answer queries from external parties on payments.
- Perform timely reconciliation of creditors' statement of accounts, follow up on reconciling items and ensure timely resolution of the reconciliation items.
- Liaise and resolve any issues such as pricing and quantity discrepancies with inter departments.
- Maintain proper and timely filing of suppliers/carriers invoices and payment documentation.
- Check completeness of journal entries posted monthly through review of journal report.
- Archive of documentation periodically.
- Handle adhoc duties as assigned.

Emerson Process Management Pacific Pte Ltd
Temporary Administrative Assistant

June 2008-
November
2008

- Assist in GST Submission to ensure all submission is in before dateline
- Liaise with forwarders regarding issues on Airway bills
- Assist in checking and matching of invoices
- Assist in other administrative duties i.e. filing and data entry

Starhub Ltd
Temporary Administrative Assistant

July 2007 –
May 2008

- Preparation of corporate bills to be sent out timely on a monthly basis
- Maintenance of data for corporate bills and corporate applications on Starhub internal system.

Ernst & Young
Audit Assistant (Professional Industrial Attachment),

December
2006 –
February 2007

- Assisted the audit senior in performing tests as part of the audit program in the audit of companies
- Ensure allocated work completed within time specified
- Willingness to stay late to complete assignments and meet tight client deadlines

United Overseas Bank Group (UOB Bank)
Temporary Customer Service Assistant/ Bank Assistant

March 2004 –
June 2004

- Assist in customer queries on credit cards promotion

Memberships & Affiliations

- ACCA, Member
- ISCA, CA Singapore