

CHIA PEY YING (MEGAN)

Address : Block 570, #05-3315
Ang Mo Kio Avenue 3
Singapore 560570
E-mail address : peyyingc@yahoo.com
Contacts No. : +659829 8632 / +6 017 7233050
NRIC No. : S8975974I
Date of Birth : 29th April 1989
Nationality : Malaysian
Citizenship : Singapore PR



CAREER OBJECTIVE

Gain exposure and work together with a well established organization that utilizes my skills and knowledge to the fullest.

To stay competitive and have a better career advancement with the achievement and positive contribution made to the organization, which build up my personal growth and capability.

EDUCATION

Jul 11 – Aug 13	Bachelor of Science (Honours) in Accounting and Finance Second Class Honours (Lower Division) University of London, Singapore Institute of Management
Apr 06 – Mar 09	Diploma in Business Administration (Human Resources) Singapore Polytechnic
Jan 01 – Dec 05	Sijil Pelajaran Malaysia (SPM) Sekolah Menengah Kebangsaan Laksamana (SMK Laksamana)

WORK EXPERIENCE

Accounts Executive

Aug 2015 – Present

Top Global Limited

1 Scotts Road, Shaw Centre, #20-03/04, Singapore 228208

- Assisted Financial Controller and Finance Manager in audit preparation, annual and interim financial statement for audit, preparation of monthly consolidation for group accounts.
- Responsible for weekly cash flow projection (budget and forecast), fixed deposit schedule, servicing of interest payment, loan administration, rollover of loan schedule etc.
- Responsible for finance and administrative duties for condo management (maintenance fund, monthly closing of accounts including GL, AR and AP etc).
- Responsible for full set of accounts for subsidiary companies including GL, AR and AP, bank reconciliation, corporate secretarial, internal control etc.
- Preparation and submission of GST and other periodic tax returns (Form C-S/ C).
- Ensure proper revenue recognition and all incurred costs are reflected accurately for property development project reports.
- Ensure all projects are billed timely according to the project progress and payment schedule.
- Manage and liaise with directors, banks, auditors, vendors, project team, condo residents etc.
- Other ad hoc duties as per assigned.

Piano Teacher *(part time)*

Jul 2011 – Present

Ossia Music School

144 Upper Bukit Timah Road, #B1-16/18/19, Beauty World Centre, Singapore 588177

- To conduct individual piano (practical & theory) lessons.

WORK EXPERIENCE

Accounts Executive

Sep 2013 – Jul 2015

Jit Sun Investments Pte Ltd

15 Hoe Chiang Road, # 19-01, Tower Fifteen, Singapore 089316

- Assisted Financial Controller and Finance Manager in consolidation for group accounts and elimination, audit schedules preparation (financial, accounting, tax, analysis matters etc.) for the group during interim and annual audit.
- Assisted and prepared in subsidiaries' and associates' financial statements and queries on any unusual fluctuations/changes.
- Handled timely submission of monthly closing management accounts, quarterly GST returns, income tax (Form C-S/ C), XBRL filing (audited/ unaudited FS), bank reconciliation etc.
- Handled full sets of accounts, inter-company accounts and reconciliation (multi-currency), cash book forecast and monthly cash flow projection.
- Handled GL, A/R and A/P functions include inter-company billings, issuing and posting invoices, cheques/remittance, coding and reconciliation.
- Monitored fixed deposit schedule, servicing of interest payment, loan administration, rollover of loan schedule etc.
- Responsible for preparing support/management schedules (fixed assets, fixed deposit, loan etc.) for monthly closing and audit purposes.
- Responsible for portfolio of companies accounts and cash flow statement, compiling Opex/Capex performance for capital expenditure submitted by subsidiaries/sites.
- Responsible for completion of survey and statistical forms from government bodies for the company.
- Manage and liaise with banks, auditors, vendors and operation team.
- Other ad hoc duties as per assigned.

Senior HR Executive

HR and Accounts Assistant

Apr 2010 - Jul 2011

GoGreen Holdings Pte Ltd

Jul 2009 - Mar 2010

1 Harbourfront Place, #04-09 Harbourfront Tower One, Singapore 098633

- Responsible for monthly payroll and commission calculation of executive and non-executive level staff, submission of monthly CPF contribution, SDF, IR8A, NSMen make up claim.
- Responsible for updating bank matters including bank reconciliation,
- Maintaining and updating of employees' personnel records, leave, medical records, employee handbook etc.
- Performed HR matters: staff recruitment, selection, clearance, training, contract renewal, termination, resignation, employees' probation and confirmation, compensation and benefits within the legislative requirements.
- Provided support to accounts department: payroll audit, accounts receivables and accounts payable, operation expenses and budgets, invoice, quotation, petty cash, banking of cash and cheques, daily and monthly sales record, inventory updates, board meeting coordination and any other duties assigned by Accounts Manager.
- Process all sensitive and confidential matters, data and documents.
- Other ad hoc duties as per assigned.

WORK EXPERIENCE

Human Resource Trainee (Industrial Training Programme)

Feb 2008 – Apr 2008

Hotel Plaza Limited (Parkroyal on Beach Road)

7500 Beach Road, Singapore 199591

- Prepared SOP (Standard Operating Procedure).
- Staged and prepared career fair 2008 at Suntec City.
- Organized events (Valentine Day, monthly associates' dialogue and meeting, sport day).
- Updated training leaves record and claims for medical leave.
- Arranged and checked staff hostel.
- Prepared and conduct new employee orientation.
- Assisted in business conduct signing agreement.
- Assisted in training preparation.
- Other ad hoc duties as per assigned.

Administrative Assistant

Nov 2005 – Jan 2006

Punca Jaya Printing Shop

No.27, Jalan Ahmad Ujian, 81900 Kota Tinggi, Johor, Malaysia

- Assisted in administrative matters.
- Processed invoices.
- Handled phone enquiries.

CO-CURRICULAR ACTIVITIES

2007 Participant of Sport Elective Programme – Volleyball, Singapore Polytechnic

2006 Member of Community Service & Cultural Club, Singapore Polytechnic
Participant of Sport Elective Programme – Yoga, Singapore Polytechnic

2005 Member of Cadet Police, SMK Laksamana
Member of Interact Club, SMK Laksamana
Member of Chinese Society, SMK Laksamana

2004 Secretary Assistant of Geography Club, SMK Laksamana
Member of Chinese Society, SMK Laksamana

2001 – 2005 Member of St John Ambulance (Kota Tinggi)

ACHIEVEMENTS

2004 Secretary Assistant, Geography Club, SMK Laksamana

SKILLS & ABILITIES

Microsoft Word, PowerPoint, Excel, FrontPage, Access, SPSS, ACCPAC, QM for Windows, SAP, MYOB, AutoCount

LANGUAGE (WRITTEN & SPOKEN)

English, Chinese, Malay

HOBBIES

Playing piano, listening music, playing badminton, fitness workout

EXPECTED SALARY

S\$4,000

REFERENCES

Available upon request

30 July 2011

LETTER OF RECOMMENDATION

Miss Chia Pey Ying was an employee of GoGreen Holdings Pte. Ltd. from July 2009 to July 2011. Pey Ying joined the organization as an entry-level HR & Accounts Assistant. Demonstrating initiative and a strong dedication, she was promoted to Senior HR Executive.

Pey Ying did an excellent job in this position and her valuable contributions to the organization were greatly appreciated. She can work independently and is able to multi-task to complete her job in a timely manner, as well as take the initiative to follow-up to ensure work completion.

In addition, Pey Ying is well organized and reliable. Her sincerity and efficiency were found inspiring and motivational to her co-workers. She is also flexible and willing to offer her assistance on any tasks that is assigned to her. Pey Ying has built a good rapport with all her co-worker too.

I have known Pey Ying for two years and she has my highest recommendation for her work competency and attitude. I believe that she will be an invaluable asset to any organization. If you have any further questions with regard to her background and qualifications, please do not hesitate to contact me at (65) 8223 1986.

We wish her success in her future endeavor.

Your truly

A handwritten signature in blue ink, appearing to read "Janice Lim".

Janice Lim
Vice President
GoGreen Holdings Pte Ltd