



THAM XIN YI

15 RIVERINA WALK
SINGAPORE 518321

THAMXINYI@GMAIL.COM

D.O.B : 31 OCTOBER 1992 (24)
NATIONALITY : SINGAPOREAN
GENDER : FEMALE
RACE : CHINESE

SUMMARY

I have 3 years of experience working as an Account Executive in a managing agent company.

I can manage strict deadlines, schedules and repetitive tasks with a positive, can-do attitude and team oriented and enjoys being part of a dynamic team.

Seeking a career in accounting with a company, where I can apply my understanding, skills and knowledge to assist in the growth of the company and personal.

KEY SKILLS

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|---------------------------|--------------------------------------|-------------------------------|
| • Sage Accpac | • Able to handle multi-tier projects | • Strong Communication Skills |
| • Quarterly GST Reporting | • Full Set Financial Reporting | • Work Independently |
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WORK EXPERIENCE

KNIGHT FRANK PROPERTY ASSET MANAGEMENT PTE LTD

Designation : Account Executive

Period : June 2014 to August 2017

Last Drawn Salary : S\$2,580.00

- Maintained integrity of general ledger, including the chart of accounts.
- Filed GST tax returns in compliance with IRAS standards.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Generate financial statements and facilitated account closing procedures each month. Compiled general ledger entries on a short schedule.
- Billing and collection of maintenance contribution and charges.
- Liaising and maintain good communication with clients (Developers).
- Preparing monthly check payments.
- Able to prepare Developer's maintenance fund and Management Corporation financial statements.
- Maintaining day-to-day cash inflows and outflows

GREAT EASTERN LIFE**Designation : Admin Clerk****Period : August 2011 to November 2011**

- Provide administrative support to operation which includes documentation, data entry and other ad-hoc assigned.
- Provide basic audit checks and verification on customer's database on daily basis.

GOLDLINK BRANDED LIFESTYLE**Designation : Sales Promoter****Period : January 2011 to March 2011**

- Greeted customers in a timely fashion while quickly determining their needs.
- Recommended merchandise to customers based on their needs and preferences.
- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
- Responded to customer questions and requests in a prompt and efficient manner.
- Completed all cleaning, stocking and organizing tasks in assigned sales area.

SINGAPORE GENERAL HOSPITAL**Designation : Administrative Clerk****Period : October 2009 to February 2010**

- Keying in daily visitors record and information.
- Maintained a clean reception area, including lounge and associated areas.
- Organized paperwork.

EDUCATION

MURDOCH UNIVERSITY**Graduated Year - 2014**

- Bachelor of Commerce in Accounting and Banking

UNIVERSITY OF BRADFORD**Graduated Year - 2011**

- Diploma in Business Management
- Professional Certificate in Business Management

MANJUSRI SECONDARY SCHOOL**Graduated Year - 2009**

- N & O Level

MAHA BODHI PRIMARY SCHOOL**Graduated Year - 2004**

- PSLE

LANGUAGES

Fluent in Chinese and English