

JOH EN KAI

Address: Block 440 Pasir Ris Drive 4 #07-05 Singapore 510440

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Email: enkai_92@hotmail.com

Date of birth: 26 June 1992

Nationality: Singaporean

Race: Chinese

Gender: Male

Education/Qualifications

Association of Chartered Certified Accountants

Mar-2013 to Apr-2016

ACCA Certification

Obtained an average score of 67 for all ACCA Papers

Singapore Polytechnic

Apr-2009 to Apr-2012

Diploma in Mechanical Engineering

Anglican High School

Jan-2005 to Nov-2008

GCE 'O' Level Certification

Pasir Ris Primary School

Jan-1999 to Nov-2004

PSLE Certification

Employment History

Accounts Executive at Deliciae Hospitality Management Pte Ltd (DHM)

June-2016 to Present

- Performed AR and AP Functions
- Performed Bank reconciliations
- Processed Petty cash and Staff claims

Tecs Engineering Pte Ltd (Internship Programme)

Sep-2011 to Oct-2011

- Drafted engineering drawings via Autocad
- Went down to several construction sites to further understand the work of an engineer

Achievements/Highlights

- Improved the accounting process for sales by importing its entries into the system as opposed to manual data entry - which has been performed by previous personnel in a similar role.
- Demonstrated a keen eye for detail by detecting an erroneous increase in credit card charges and was able to compute the precise amount refundable to DHM.
- Exhibited strong analytical skills by devising ways to complete assigned tasks more time-efficiently and effectively.
- Displayed strong follow through action by escalating issues and discrepancies to Deputy CFO on a timely basis.

Other Experiences**Final Year Project**

I was part of the team responsible for the creation of a wall mounted foldable parallel bar for physiotherapy purposes. The main objective for its creation was to save space as it could be easily folded against the wall.

English Drama Club

Section Group Leader

Responsible for leading members and ensuring that stage props were properly accounted for.

Library Club

Head Librarian

Responsible for the supervision and guidance of other librarians as well as the planning activities for the library.

Skills

Languages: Effectively bilingual in English and Mandarin.

Computer skills: Good know-how of MS office applications, with particular proficiency in Excel

Other skills: Knowledge on how to create financial models using Excel

Others: Awaiting release of results from Oxford Brookes University – Degree in Applied Accounting (March 2017)

Examination History Details

Name : Joh En Kai
 Registration Number : 2746226
 Date : 24 April 2016

Relevant Dates

Registration 14 April 2016

ACCA Qualification: December 2007

Paper		Result	Mark	Exam Session
F1	Accountant in Business	CBE Pass	78	June 2013
F2	Management Accounting	CBE Pass	82	December 2013
F3	Financial Accounting	CBE Pass	80	December 2013
F4SGP	Corporate and Business Law (Singapore)	Pass	79	June 2014
F5	Performance Management	Pass	73	June 2014
F6SGP	Taxation (Singapore)	Pass	55	June 2014
F7	Financial Reporting	Pass	76	December 2014
F8	Audit and Assurance	Pass	68	December 2014
F9	Financial Management	Pass	66	December 2014
P1	Governance, Risk and Ethics	Pass	57	June 2015
P2INT	Corporate Reporting (International)	Pass	52	June 2015
P3	Business Analysis	Pass	52	June 2015
P4	Advanced Financial Management	Pass	71	March 2016
P7INT	Advanced Audit and Assurance	Pass	55	March 2016

The Association of Chartered Certified Accountants

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