



Name : KELLY WONG TING TING
Gender : Female
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Marital Status : Single
Nationality : Malaysian
Availability : Immediately
Expected Salary : SGD 4,500.00 (Negotiable)

WORK EXPERIENCE

December 2013 – February 2017 Audit Senior Associate, Ernst & Young Malaysia.

- One of the key strengths is in the area of planning with great sense of responsibility.
- Developed leadership skills by assigning responsibilities based on team's interests and expertise while managing time efficiently.
- Soft skills acquired in terms of communication, positivity, trustworthiness and managing people.
- Specialized in auditing of real property estate industry and trading industry.
- Continuous development in accounting & auditing standards.
- Strong analytical skill to visualize and solve the complex accounting issues.

January 2013 – July 2013 Waitress, Tai Wu Restaurant, Manchester UK.

- Acquired expertise in customer service and food area maintenance.
- Developed time managing skills in term of work and academic.

December 2012 – May 2013 Receptionist, Vermilion & Cinnabar Restaurant, Manchester UK.

- Keep up confidence level while dealing with inquiries of customers and communicated their expectations to managers.

EDUCATION AND QUALIFICATIONS

2016	Member of Association of Chartered Certified Accountants (ACCA)
2012 - 2013	BPP University College of Professional Studies, Manchester (ACCA Professional Level)
2011 - 2012	Sunway University College, Malaysia (ACCA Fundamental Level)
2010 - 2011	Sunway College, Malaysia (Certified Accounting Technician, CAT)

- Registered for Chartered Financial Analyst (CFA) Level I in year 2015 for first attempt.
- Participated in PwC Insight Day Manchester February 2013 to understand better of the working environment and acquired skills of decision making and presenting a business by analysing the case study.
- Being the top scorer in JUNE 2011 ACCA – Certified Accounting Technician (CAT) examination for the CAT Advanced Levels papers.
- Completed Communication Skills in Business Upper Intermediate Level in October 2010 by giving a presentation of selected business.

2005 – 2009 SMK DPHA Gapor, Stampin, Malaysia SPM (equivalent to GCSEs)

- Scored As in 10 subjects including Mathematics and English.
- Scored Grade A for English Language 1119 in collaboration with University of Cambridge International Examination, General Certificate of Education Ordinary Level (GCE).

ADDITIONAL SKILLS

• Computer Skill

- Microsoft Words, Excel and PowerPoint

• Verbal and written communication skills in different languages

- English, Bahasa Malaysia, Mandarin (Strong in both verbal and written)

EXTRA CURRICULAR ACTIVITIES

2011-2012 Committee Member of 30-Hour Famine Camp organized by World Vision Malaysia

- Helped in raising funds to fight hunger and learn to be grateful.
- Acted as the game station leader to delegate responsibilities to the members and ensure flow of communication was clearly conveyed

2008- 2009 President of Class Monitors

- Acquired skills in managing people and delegating responsibility to ensure the cleanliness of school was maintained.
- Being creative in delivering ideas to think outside the box by organizing activities and delegating responsibility to members with relevant expertise

REFERENCES

Mr. Chin Mui Khiong (EX Partner of Ernst & Young)

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Ms. Jacqueline Chang Siak Gek (Lecturer)

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References available upon request.