



# Ryan Tan

Accountant Associate

✉ rytanrenwei@gmail.com

☎ +65 93800123

📍 Blk 272 Tampines Street 22, #07-32, Singapore

## WORK EXPERIENCE

### Account Associate/ Assistant 2 Mazars LLP

07/2016 – Present

#### Achievements/Tasks

- Closing of monthly management accounts and preparation of supporting schedules
- Handling of monthly bank and intercompany reconciliations
- GST Reporting
- Handling Accounts Payable (AP) and preparation of payment to vendors
- Handling Accounts Receivables (AR) and generation of Statement of Accounts for customers
- Audit & Tax Liaison
- Preparation of financial statements & XBRL
- Conduct payroll services for clients and subsequent submission of CPF
- Assisted in IR21 & IR8A Filings

### Accounts Assistant/ Intern Eastern Management Pte Ltd

06/2015 – 08/2015

#### Achievements/Tasks

- Preparation of accounting records and financial reports under the guidance of a mentor
- Performed monthly bank reconciliation
- Assisted in credit control

## ORGANIZATIONS

23rd Battalion Singapore Artillery, Singapore Armed Forces (SAF) (2011 – 2013)

Documentation IC, Khatib Medical Centre

## EDUCATION

### Bachelor of Science (Hons.) in Accounting & Finance

Singapore Institute of Management (SIM-GE) - University of London

2013 – 2016

2nd Class (Upper)

### 'A' Levels

Tampines Junior College

2009 – 2010

## SKILLS

MS Office Skills (Excel, Word, Outlook)

XERO

SAP (FICO)

MYOB

Gpayroll

Timespay

## LANGUAGES

English



Mandarin



## SOFT SKILLS

Strong work ethic

Meticulous with numbers

Good time management

Self Motivated

Work well in teams or independently

Adaptive to working environment

## REFERENCES

Chris Tan, Senior @ Mazars LLP

Contact: 90183031

Esther Goh, Senior @ Mazars LLP

Contact: 83187274

## INTERESTS

Culinary Arts

Fashion

Travel

Food Photography

Running