

C u r r i c u l u m V i t a e | M a r l i n a



Name: Marlina
NRIC No: S8363855I
Contact: (+65)96606765
DOB: 1 December 1983
Email: marlina271@gmail.com
Marital Status: Married

Education

Jul 2008 Bachelor of Science (Hons) in Applied Accounting
Oxford Brookes University, Business School

Jun 2005 Certified Accounting Technician
The Association of Chartered Certified Accountants (ACCA)

Work experience

Sep 2014 to
current Manager, Professional Service Group
Precursor Assurance PAC

Leading a team of 4 staff responsible for outsourced accounting functions for a wide range of clientele from various industries, including trading, transport, construction, fund management, etc, with responsibilities including:-

- Prepare management accounts
- Prepare MAS quarterly and annual report forms;
- Prepare quarterly investment report and annual financial statements;
- Prepare quarterly GST report;
- Prepare corporate income tax return, withholding tax return

Advisory work on corporate and individual income tax

Aug 2008 to Jan
2014

Audit Supervisor
Cornerstone Alliance LLP

- Responsible for team leading and planning, performing and supervising the statutory audit of financial statements for a wide range of clientele from various industries, including trading, shipping, logistics, investment holding, etc.
- Special audit engagement, including turnover certification, grant audit.
- Full set accounts, including preparing/reviewing monthly management accounts using various accounting software.
- Preparing and reviewing GST report for quarterly submission
- Payroll function, including payroll computation, CPF submission, preparing IR8A.
- Preparing and reviewing tax computation for filing of income tax return and corporate tax planning
- Corporate secretarial work, including preparation of secretarial minutes, e-filing with Bizfile, preparing XBRL, etc.

Linguistic Skills

- Written and Spoken (English and Indonesian)
- Spoken (Mandarin and Hokkien)

IT Skills

- Operating system (Windows and Mac)
- Microsoft office (Word, Excel, Powerpoint)
- Accounting software (Xero, UBS, MYOB, Quickbook and Navision)

Reference

Name	Shirley Mok Shuit Lai
Contact	9736 5857
Job Title	Audit Partner
Company	Cornerstone Alliance LLP