



ZARA ZHANG

ACCA Affiliate
Singaporean
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Profile

Conversant with accounting practices across healthcare, F&B and beauty industries.
Work well independently and collaboratively towards deadlines.
Proficient in written and spoken English and Mandarin.

Employment History

Senior Executive - Finance Planning & Analysis (Feb 2017 – present)

Coty Asia Pte Ltd

- Managing accounts payable duties; purchase requisition, purchase order and coding of invoices.
- Managing vendor inquiries and resolving invoicing issues.
- Performing month-end journal entries; accrual, reversal, re-class, inter-company transactions
- Verification and coding of employee expense report and ensuring compliance with company policy.
- Manage customer master data in the system; code creation, set-up margin and pricing maintenance.

Senior Executive - Finance Planning & Analysis (Jan 2015 – Dec 2015)

Accounts Officer (Aug 2012 – Dec 2014)

Brotzeit Pte Ltd

- Managed accounts receivable, bank reconciliation, general ledger, fixed assets and other functions.
- Produced and consolidated monthly, quarterly and annual financial reports for the group, including analysis and commentary on major variances.
- Coordinated with internal departments to produce annual budget and forecast.
- Closely monitored cash flow to maintain cash threshold for smooth operations.
- Built detailed financial models and data base to track sales and analyse financial performances of the group to support decision making for operations.
- Conducted monthly cash audits to prevent misappropriation of funds.
- Liaised with external tax agents to prepare, review and submit various statutory filings to the relevant tax authorities.
- Liaised with external auditors.

Accounting Assistant (Aug 2010 – May 2011)

National Healthcare Group

- Prepared monthly audit schedules, bank reconciliation statements, AR aging days and AR aging reports, claims submission for various projects, statutory statistics filing; all in timely fashion.
- Liaised with various departments to ensure accurate retrieval and dissemination of information.

Professional Organizations

2016 ACCA Affiliate

Education

2008 – 2010 BSc in Accounting and Finance, 2nd Upper Hons
(University of London)

Other Experience

2001 – 2002 Chairman, Guzheng Ensemble
2001 – 2002 Treasurer
2001 Bronze award in National Youth Achievement Award
2001 Youth Leadership Training Course
2000 – 2002 Prefect
2000 5th Runner-up, West Zone Mathematics Competition

Proficiencies

SAP, SAP Ariba, My Purchases, MYOB, Excel, Word and PowerPoint