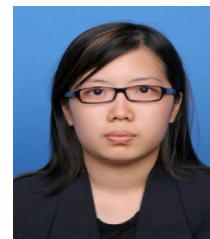


Yap Cin Yin

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CAREER OBJECTIVE

To seek a position in a value driven organization and work to contribute the most to the opportunities assigned to me, to develop personally and acquire comprehensive management skills required to qualify for higher levels of responsibility to grow along with the organization.

PERSONAL DETAILS

Identity Cards No. : S8779714G
Gender : Female
Marital Status : Married
Nationality : Singaporean
Date of birth : 22 August 1987
Residence address : 674B Jurong West Street 65 #10-50 Singapore 642674.

EDUCATION

Institute of Singapore Chartered Accountants
Chartered Accountant

CPA Australia

Multimedia University **2005**
Bachelor of Accounting (Honours) **-2010**

CAREER SUMMARY

- 1) Three years and six months of Public Accountants and Chartered Accountants firm working experience in preparing and reviewing full set of account, audit, corporate, individual and partnership tax, goods and services tax and secretarial to a portfolio of clients in diversified industries.
- 2) Three years and two months of education industry working experience in account receivable, account payable, maintain full set of account, donation and fixed asset function.

WORKING EXPERIENCES

Singapore Management University

**May 2016-
Oct 2016**

Senior Accounts Executive

- Administer scholarship, bursary, awards and grants which include the maintenance of records, disbursements and reporting.
- Maintenance of donation records in SAP.
- Passing of journal entries to match expenditures incurred pertaining to donations.
- Preparation of reports to external stakeholders, IRAS and MOE.
- Preparation of audit schedules and other internal reports.
- Assist with the preparation of quarterly reports for issuance.
- Other ad-hoc duties as assigned

WORKING EXPERIENCES (CONT'D)

Singapore Institute of Technology

**Aug 2013-
May 2016**

Finance Assistant Manager

Account Receivable

- Billing and collection for trade customers/students/sponsors.
- Process the financial assistance schemes in accordance to the Funding Agencies requirements.
- Prepare ad-hoc refund to students.
- Prepare graduation and withdrawal files to agency bank relating to student loan.
- Prepare monthly Account Receivable audit schedules, bank reconciliation, and Goods and Services Tax report.
- Assist in preparing report to government agencies and statistical department relating to Account Receivable.
- Assist in liaison with internal and external auditors.
- Involve in System Implementation (e.g. SAP implementation)

Account Payable

- Prepare payments to students and vendors.
- Assist in preparation of Good and Services Tax return.
- Prepare monthly Account Payable audit schedules.

Fixed Asset

- Maintain Fixed Assets register.
- Perform monthly depreciation run.
- Prepare monthly Fixed Asset audit schedules.
- Assist in annual physical assets verification.

Donation

- Maintain donation records.
- Prepare disbursement of scholarships/bursaries.
- Issue tax deductible receipt.
- Prepare donation report to IRAS and MOE.

WORKING EXPERIENCES (CONT'D)

**Stone Forest Accountserve Pte Ltd (Chio Lim Stone Forest Group),
Singapore**

**Jul 2012-
Jul 2013**

Accounts Senior

- Provide value added book-keeping and accounting service for the following clients:
 - ❖ REC Singapore
 - a. Prepare corporate income tax computation for 5 inter company.
 - b. Prepare year-end tax schedule for 5 inter company.
 - ❖ Ji Mei Flower Pte Ltd & JM Floral Creation
 - a. Day-to-day data entries to update vendor and customer account.
 - b. Assisting in payment run.
 - ❖ Wingolf Pte Ltd
 - a. Prepare order template.
 - b. Update shipment listing and order listing.
 - ❖ Boston Scientific Asia Pacific Pte Ltd
 - a. Review and update employee travel claim to ensure compliance with company policy.
 - ❖ AT & T Singapore Pte Ltd
 - a. Receiving, sorting and distributing incoming mail company.
 - b. Update cash book.
 - c. Preparing and sending outgoing mailings and packages.
 - d. Update and maintain employee reimbursement database.
 - e. Perform bank reconciliation.
 - ❖ JTC Corporation
 - a. Check and review payment proposal processed by Account Payable team.
 - b. Check new vendors or bank detail created by all Account Payable staffs.
 - c. Online batch submission of Stamp Duties payable.
 - d. Posting of Singapore Power invoices.
 - ❖ Singapore Institute of Technology
 - a. Perform full Accounts Payable (AP) functions including GIRO management.
 - b. Prepare monthly audit schedules relating to AP functions.
 - c. Responsible for AP month-end closing.

WORKING EXPERIENCES (CONT'D)

Casey Lin & Company, Singapore.

**Jul 2010-
Jun 2012**

Audit Associate (semi-senior)

Audit

- Provide quality audit services to a portfolio of diversified clients and their stakeholders with no specialization.
- Responsible for various aspects of auditing function (statutory, special, rental, sales, charity, Institutions of a Public Character (IPCs) , group and consolidation).
- Plan engagement objectives and an audit strategy that complies with professional standards and appropriately addresses risk.
- Managing audit engagements which include initial engagement planning, analysis of controls and processes, preparation and review of audit documentations and management letters and reports.
- Direct field work, manage engagement economics and inform managers and partner of the audit engagement status.
- Monitor the engagement team's progress against budget and timeline and alter it when needed.
- Supervise and develop audit associate by effectively delegating audit tasks and providing guidance.
- Developing and maintaining long term client relationship, assessing audit clients' satisfaction and identifying business development opportunities by proactively maintain contact with the audit client throughout the year.

Tax

- Prepare and review clients' corporate and individual tax computations, tax returns and tax relevant forms.
- Assist clients in resolutions of tax issues with the tax authority.
- Prepare, review and submit Good and Services Tax quarterly returns.

Account

- Prepare and review compilation of unaudited financial statements report in accordance with Singapore Financial Reporting Standards.
- Prepare full set of financial statement in XBRL format and financial highlights.
- Handle full set of accounts by using UBS accounting software.

Secretarial

- Prepare Annual General Meeting, standard board resolutions and minutes.
- Handle statutory filling with ACRA and IRAS.

WORKING EXPERIENCES (CONT'D)

Low Pow Onn & Co , Malaysia.

**June 2009-
Nov 2009**

Audit and Tax Associate

Audit

- Perform and manage statutory audit assignments in accordance with Malaysian Auditing Standards and Malaysian Financial Reporting Standard.

Tax

- Prepare clients' corporate and individual tax computation, tax returns and tax relevant forms.

SKILLS

Technical

- A good understanding of accounting, auditing standards and related tax regulations.
- Good working knowledge of International Financial Reporting Standards(IFRS), Singapore Standards on Auditing (SSA), Singapore Financial Reporting Standard (SFRS) and Singapore Companies Act (the “Act”).

Computer

- Proficient in accounting software: UBS, Accpac, MYOB, Navision, Peoplesoft and SAP.
- Proficient with Microsoft office Word, Excel and PowerPoint.

Languages (Written and Spoken)

- Good command in English, Mandarin and Malay.

PERSONAL STRENGTHS

- Excellent communication and interpersonal skill.
- Strong analytical and meticulous skills.
- Excellent business acumen.
- Strong leadership and project management skills.
- Able to manage multiple engagement and deadline drive.
- Integrity within a professional environment.

MISCELLANEOUS

- Job Availability : Immediately
- Expected Monthly Salary : SGD 3,800 to SGD 4,200 (Negotiable)