

Koh Hui Min Jermin

Blk 3B Upper Boon Keng Road #23-614 S(382003)

Citizenship: Singaporean

Date of Birth: 15/12/1991

Tel No: 98373036 (Mobile) / 67499105 (Home)

Email: jerminkoh@hotmail.com

Expected Salary: Negotiable

Notice Period: One Month

Career Objective:

To pursue a fulfilling and challenging position with a well-established organization that promotes excellence, dedication and opportunity for growth.

Educational Qualifications:

Aug 2012 – May 2015	Bachelor of Science in Accounting and Finance 2 nd Lower Class Honours ,University of London (UOL), SIM
Apr 2009 – Mar 2012	Diploma in Law and Management Temasek Polytechnic
Jan 2004 – Dec 2008	GCE 'O' Level, Balestier Hill Secondary School.

Work Experiences:

Rockwills International Pte Ltd

October 2015 to present

Accounts Assistant

- Assisted the Finance Department in the day to day accounting function and handled full sets of account (AR/AP/GL)
- Prepared month end related journal entries and maintained balance sheet schedules
- Performed data entry of suppliers invoices, payment vouchers and receipts into the accounting system
- Performed daily accounting functions such as invoicing, cheque issuance, sending of statement of accounts
- Prepared monthly bank reconciliation, weekly cash flow statement, quarterly GST submission and withholding tax submission
- Liaise with internal and external auditors
- Performed administrative duties and any ad-hoc tasks

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RCL Feeder Pte Ltd

June 2014 to September 2014

Administrative Assistant

- Assisted in office administrative support.
- Processed shipping documents such as Bill of Ladings within Export Documentation department.
- Liaised with clients and various internal department functions for efficient pickup of documents and shipments

MSIG (SINGAPORE) PTE LTD

June 2013 to September 2013

Administrative Assistant

- Provided administrative support to the department
- Responsibilities include data entry, preparing letters, filing and ad-hoc administrative duties

Aviva Pte Ltd

May 2012 to August 2012

Policy Services Administrative Assistant

- Assisted in office administrative support.
- Responsibilities include data entry, preparing letters, filing and ad-hoc administrative duties

Tan Kok Quan Partnership (Internship)

September 2011 to December 2011

Legal Intern

- Assisted Partners and Associates in commercial litigation and family law and matrimonial department
- Conducted legal research and drafting of legal documents
- Performed administrative work and proof-reading of documents

Skills:

- Language: English and Mandarin (Proficient – written and spoken)
- Computer: Microsoft Office Applications (MS Excel, Word, PowerPoint)