

LOW PEI NEE, PENNY

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AUDIT & ACCOUNT SENIOR

Proficient in **external auditing** with progressive experiences. Proven ability to complete assessment and always look to update and enhance the skillset in auditing.

Areas of expertise include:

- collating, checking and analysing spreadsheet data
- examining company accounts and financial control systems
- gauging levels of financial risk within organisations
- ensuring that assets are safeguarded and undertaking reviews of wages.
- preparing reports, commentaries and financial statements
- liaising with managerial staff and presenting findings and recommendations

PROFESSIONAL EXPERIENCE

G.S.TAN & CO.

Singapore

Audit & Account Associate

November 2015 - Present

- Responsible for the execution of statutory audits in accordance with Singapore Financial Reporting Standards (“SFRS”) and Singapore Standards on Auditing (“SSAs”) on financial statements of private limited companies.
- Drafting of error free financial statement and ensure disclosure in the financial statements are in compliance with approved accounting standards and Company’s Act.
- Responsible for the execution of statutory audits in accordance with International Financial Reporting Standards (“IFRS”) and International Standards on Auditing (“IAS”) on financial statements of private limited and public listed companies
- Identification of internal control weaknesses and provide practical recommendations for improvements of internal controls and process efficiencies
- Responsible in managing full set of book-keeping, GST reporting, computation of personal tax and company tax.

ASUS GLOBAL PTE LTD
Customer Service Executive

Singapore
November 2014 – October 2015

- Account Receivables management includes keeping track of customer's payment records and issuance of weekly account receivable statement
- Aggressively follow up, coordinate and closely monitor shipments from worldwide manufacturing sites to ensure all deliveries are smoothly made.
- Prepare and process export shipping documents for letter of credit shipments and negotiate with banks. Monitor transactions and follow through until payment received.

AMBER RESOURCES SDN BHD
Part time Account Assistant

Kuala Lumpur, Malaysia
2010 - 2012

- Preparing payment vouchers, issuance cheques and report to account manager.
- AR/AP data entry and performing bank reconciliation.

EDUCATION AND TECHNICAL PROFICIENCIES

Wealth Academy Investor (Fundamental & Technical Investment skills)

Adam Khoo Learning Technologies Group, Singapore **2016**

The Association of Chartered Certified Accountants (ACCA)

In Progress: - 4 papers left upon completion **Present**

Advanced Diploma in Business Studies (Accounting) **Kuala Lumpur, Malaysia**

Tunku Abdul Rahman University College, School of Business Studies **2012 – 2014**

Diploma in Business Studies (Accounting) **Kuala Lumpur, Malaysia**

Tunku Abdul Rahman University College, School of Business Studies **2010 – 2012**

Technical Skills:

Microsoft Office (Word, PowerPoint, Excel, Outlook), MYOB, Sage UBS, Audit Express, Tax Office, ThinkorSwim, Chartnexus

Languages:

English, Chinese, Bahasa Melayu, Cantonese

ADDITIONAL INFORMATION

Willing to relocate	: Yes
Availability	: 2 months' notice
Current salary	: SGD 2,500
Expected salary	: SGD 3,000