

Lisa Mak Yu Zhen

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Block 705 Choa Chu Kang Street 53, #13-92, Singapore 680705

Personal Particulars

NRIC No: S8625123Z
Age: 31
Gender: Female
Race: Chinese
Citizenship: Singaporean
Marital Status: Single

Highest Qualification & Achievements

Royal Melbourne Institute of Technology (RMIT University) Jan 2007 – Dec 2008
Bachelor of Business (Accountancy) with Distinction Cumulative GPA: 3.3
• Awarded Bachelor of Business (Accountancy) with Distinction, 2008

Singapore Polytechnic Jul 2003 – Mar 2006
Diploma in Accountancy (with Merit)
• Awarded Diploma in Accountancy with Merit, 2006
• Received Foo Kon Tan Grant Thornton Book Prize, 2006

Work Experience

Senior Accounts Executive May 2014 – APR 2017
OUE Commercial Reit Management Pte Ltd (Industry: Real Estate)
50 Collyer Quay, #04-08 OUE Bayfront, Singapore 049321

Responsibilities

Handle full set of accounts (AP, AR & GL):

- Verify invoices, staff claims and process payment
- Prepare intercompany billing
- Prepare journal vouchers, audit schedules, & bank reconciliation
- Maintain fixed asset register

Prepare management reports and variance analysis:

- Monitor and analyze monthly operating results against budget
- Monitor and prepare cashflow forecast
- Assist in quarter and yearly budget

Assist in regulatory reporting:

- Prepare GST returns and file withholding tax
- Prepare quarterly & annual MAS forms for capital markets
- Assist in government statistics & survey
- Compile data for tax computation
- Prepare annual XBRL filings
- Liaise with internal, external auditors & tax agents

Work Experience

Accounts Executive

Feb 2013 – Mar 2014

Mundipharma Pte Ltd (Industry: Pharmaceutical)

12 Marina View, #22-01 Asia Square Tower 2, Singapore 018961

Responsibilities

Handle full set of accounts (AP, AR & GL):

- Verify invoices, staff claims and process payment
- Prepare intercompany billing, update receipts, and send monthly statement
- Prepare journal vouchers, audit schedules, & bank reconciliation
- Maintain Fixed Asset register

Assist in regulatory reporting:

- Prepare GST returns and file withholding tax
- Liaise with external auditor & customers

Accounts Executive

Oct 2011 – Nov 2012

Card Techno Pte Ltd (Industry: IT)

34 Boon Leat Terrace, #15-19/20/21, Singapore 119866

Responsibilities

Handle full set of accounts (AP, AR & GL):

- Verify invoices and process payment
- Handle petty cash and process staff claims
- Process billing, update receipts, and send monthly statement/ reminders
- Prepare journal vouchers, monthly financial reports, audit schedules, inventory & bank reconciliation
- Involve in stock count
- Liaise with external auditor

Senior Executive, Accounts (Group Finance)

Dec 2010 – Aug 2011

Ascendas Pte Ltd (Industry: Property)

61 Science Park Road, #04-01 The Galen, Singapore Science Park II, Singapore 117525

Responsibilities

Handle partial set of accounts (AP & AR):

- Prepare cheques & remittance advices
- Update lease agreement to Yardi and generate invoices (rental, sublet, late interest, charge form etc)
- Prepare intercompany billing – me@ascendas & ad-hoc
- Update receipts and send statement of accounts
- Prepare journal vouchers, monthly audit schedules, bank reconciliation loan schedules

Assist in regulatory reporting:

- Prepare GST returns & tax computation
- Liaising with external auditor & tenants

Work Experience

Accounts Assistant

Nov 2008 – Nov 2010

National Oilwell Varco Pte Ltd (Industry: Oil / Gas / Petroleum)
29 Tuas Bay Drive, Singapore 637429

Responsibilities

Handle partial set of accounts (AP, AR):

- Verify invoices and process payment
- Process staff claims and check payroll for Malaysia & Australia branch
- Prepare intercompany invoices and manual sales invoice
- Prepare journal vouchers, financial statements, audit schedules and bank reconciliation

Prepare management reports and variance analysis:

- Prepare monthly sales, cost of goods sold, margin schedule and compute inventory markup
- Prepare monthly operational report and conduct variance analysis

Assist in regulatory reporting:

- Prepare GST reconciliation and compile data for tax computation
- Liaise with external auditor

Accounts Assistant

Mar 2006 - Mar 2008

McCormick Ingredients Southeast Asia Pte Ltd (Industry: Manufacturing / Production)
4 Enterprise Road, Jurong, Singapore 629816

Responsibilities

Handle partial set of accounts (AP, AR):

- Verify invoices and process payment
- Process staff claims, audit time cards and compute overtime & allowances for payroll
- Prepare bank in slips, issues official receipts and send statement of accounts
- Prepare cross charges, debit notes & credit notes
- Prepare journal vouchers, financial statements, production costing and stock reconciliation

Assist in regulatory reporting:

- Prepare government statistical surveys & EDB report

Computer Skills

Knowledge of:

- Microsoft Office: Word, Excel, PowerPoint, Outlook
- ACCPAC
- MYOB
- Hyperion