

Ng Hui Hui

Nationality: Singaporean
Contact: +65 94592965
Email: nghh91@gmail.com

Address:
Blk 118 Yishun Ring Road
#02-659
Singapore 760118

WORK EXPERIENCE

Jan 2015-Sept 2017

Phillip Capital

Finance Executive

- Prepare daily bank and broker reconciliation to reconcile bank/book balances and long/short positions
- Perform Accounts Payable function: ensure due payments are accurately made to vendors on timely basis and follow up on outstanding invoicing issues
- Bookkeeping duties: raise accounting entries and assist in month-end adjustment entries
- Provide support for Tax filing: Tax computation on expenses
- Computation on currencies movement and monitoring of positions
- Monitoring funds receiving
- Maintain Fixed asset register
- Provide support in handling walkthrough for year-end external audit
- Prepare daily report for trading accounts and other ad-hoc duties
- Brainstormed and implemented preventive step to enhance day-to-day work process to mitigate risk
- Acquired Excel VBA skills

Jul-Sept 2013

MGI Menon & Associates

Audit Intern (Internship)

- Conduct In-house and external field work on SMEs
- Handle various sections of audit work: perform materiality testing, vouching to source documents, reconciliation of balances
- Prepare aging receivables analysis
- Gained exposure to work under tight deadlines independently and acquired the right aptitude to face challenges

Jul-Sept 2011

UOB Travel Planner

Accounts assistant (Temporary position)

- Substantiate the Accounts payable amount with supporting documents
- Assist in reconciling bank reconciliation figures
- Prepare reports for consolidated accounts and handle refunds for tickets

Apr-Jun 2011

ALSTOM Transport(s) Pte Ltd

Accounts assistant (Temporary position)

- Handle Accounts payable duties
- Prepare bank vouchers, handling of staff payroll and updates of cash book
- Handle basic bookkeeping entries and the process flow of an AP function
- Acquired skills on using SUN system

Feb-Apr 2010

Ernst & Young LLP

Audit Intern (Internship)

- Assist in providing assurance services for SMEs
- Perform walkthrough/testing on AR and AP functions
- Conduct Statutory review independently
- Prepare Bank confirmations and Audit confirmations
- Assist in various sections of the audit plan independently

SKILLS AND PROFICIENCY

Web-Centric Skill

- Proficiency in Microsoft Word, Excel (Pivot table, V-Lookup, VBA Macro), Powerpoint, SQL database

Language Proficiency

- English and Chinese (Spoken & Written)

EDUCATION

2011-2014

London school of Economics; *University of London*

Graduated with Bachelor of Science (Hons) in Accounting and Finance

2008-2011

Nanyang Polytechnic

Diploma in Accountancy and Finance

ACTIVITIES AND LEADERSHIP POSITIONS

2011- 2013

SIM UOL Student Representative Council

Head of Committee, *Head In-Charge*

- Headed the committee in organizing various school events such as Dodgeball competition and Annual Dinner & Dance
- Student leader for freshman orientation camps
- Volunteer for annual rag and bone collection event

Jul-Sept 2014

Summer Abroad Program

University of California, Berkeley

- Major in Behavioral Finance and Marketing

2006

Outward Bound Singapore Leadership Camp

- Enhanced leadership skills and personal development