

**Daniel Ng**

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Nationality: **Singaporean**

<b>Objective:</b>
Obtain a position as a Fund Accountant.
<b>Professional Experience:</b>
<b>TA Corporation Ltd</b> Position: <b>Accounts Officer</b> Duration:       Oct 2014 – to-date  <b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Keeping and maintaining Full Set of Accounts for 3 Companies</li><li>• Monthly Invoicing</li><li>• Accounts Receivables and Payables</li><li>• Filing of XBRL using BizFinx</li><li>• Preparation of annual tax computation and filing ECI</li></ul> Activities: <ul style="list-style-type: none"><li>• Vice-Chairman of the organising committee for Company's Annual Dinner 2015</li></ul> <b>G&amp;M Pte Ltd</b> Position: <b>Accounts Assistant</b> Duration:       Apr 2014 – Sep 2014  <b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Keeping the company's accounts and maintaining daily operations</li><li>• Accounts Receivables and Payables</li><li>• Involved in the integration from old accounting software to new accounting software</li></ul> <b>Comgateway</b> Position: <b>Logistics Officer</b> Duration:       Sep 2012 – Feb 2014  <b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Customer orders fulfilment</li><li>• Customer Service and Logistics</li></ul> <b>Goh Ngiap Suan &amp; Co</b> Position: <b>Tax Accountant (Internship)</b> Duration:       Mar 2009 – Apr 2009  <b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Do up full tax computation for client and file taxes with IRAS</li><li>• Provided clients with taxation expertise and knowledge</li></ul>

<p><b>Academic and Professional Qualifications:</b></p> <p><b>ACCA – The Association of Chartered Certified Accountants</b>  Institution: London School of Business and Finance  Duration: Dec 2013 – to-date</p> <p>Successfully completed all fundamental level papers and currently pursuing the last 4 professional level papers, which would be completed by end of 2017.</p> <p><b>Diploma in Accountancy</b>  Institution: Singapore Polytechnic  Duration: Apr 2007 – Mar 2010</p> <p>Final Year Project:  My Group was tasked to set up an unofficial brokerage company ( just for project purposes)</p> <ul style="list-style-type: none"> <li>• Using estimated figures for cost and expenses to do up the balance sheet, company accounting record and relevant books and journal entries</li> <li>• Company progress is based on the different scenarios given.</li> </ul> <p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Silver award in NAPFA</li> <li>• Awarded CCA points of 32</li> </ul> <p><b>GCE O Level</b>  Institution: Henderson Secondary School  Duration: Jan 2003– Dec 2006</p> <p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Silver award in NAPFA</li> <li>• Won multiple awards in Electronic competitions organized by various Polytechnics</li> <li>• Awarded A-Grade for CCA</li> </ul>
<p><b>Professional Memberships:</b></p> <p><b>Student Member:</b> The Association of Chartered Certified Accountants, UK</p>
<p><b>Other Specialised Skills and Activities:</b></p> <ul style="list-style-type: none"> <li>• Knowledge and experience in the Singapore Financial Reporting Standards (FRS) and International Generally Accepted Accounting Principles (“GAAP”)</li> <li>• Strong skills in the MS Office applications with specialisation in MS Word, Excel, Access and HTML</li> <li>• Proficient in Accounting packages such as Navision, Accpac, Quickbooks and SAP.</li> </ul>
<p><b>Language Proficiency:</b></p> <p>Good command in spoken &amp; written English and Mandarin</p>

<b>Availability:</b>
One month upon confirmation
<b>Remuneration:</b>
Expected:      Negotiable
<b>Testimonials &amp; Referees:</b>
Shall be provided upon request