

Wei Ziyun (韦子芸)



Education

Bachelor of Science: Accounting and Finance, 2013

University of London, LSE, SIM Global Education, Singapore

International accounting program. The program is an intensive 3-year program and it emphasizes accounting and finance theoretical knowledge and cases.

Examples of the coursework:

- ❖ Audit and Assurance
- ❖ Managerial Economics
- ❖ Financial Reporting
- ❖ Financial Management
- ❖ Management Accounting

Diploma in Management Studies, 2010

SIM University



Experience

2014.08 – 2017.06 BDO Corporate Services Pte Ltd Senior Accounts Associate

Description:

Working across teams to provide the knowledge, resources and tools that help company deliver exceptional quality service to clients. Performing the daily accounting and finance functions and hands-on in preparing and maintaining full set of accounts for multiple clients while ensuring high standard of compliance and accuracy.

- ❖ **Accounts Payable** – liaise with client to ensure payment within credit terms and process vendor invoices.
- ❖ **Accounts Receivable** – monitor project revenue and cost allocation, liaise with client for timely collection, monitor the incoming fund, review AR sub-ledgers and prepare AR ageing report.
- ❖ **Fixed Asset** – liaise with client to ensure documents are properly maintained; capitalize/dispose fixed asset according to accounting policy; maintain the fixed asset register for addition and disposal of assets, depreciate assets monthly.
- ❖ **General Leger** – process Journal Entries to record prepayments, accruals, provision and deferred income etc; reconcile the balance sheet accounts and bank reconciliation; prepare and reconcile inter-company listing.
- ❖ **Reporting** – prepare monthly financial reports with balance sheet schedules; allocate costs accordingly and calculate the cost plus mark-up; ensure timely month end closing and reporting as well as transfer data for each client's consolidated reporting.
- ❖ **Quarterly** – preparation of quarterly GST returns and government survey questionnaire.
- ❖ **Yearly** – prepare annual statutory accounts, including financial statement footnotes; attend external audit queries and tax queries.
- ❖ **Payroll** – process monthly payroll, including payment and CPF submission; prepare and submission of individual income tax.
- ❖ **Others** – serve as key point of contact for both payroll and accounting clients; partner support/process improvement.

Achievements: Familiar with accounting procedures, processes and software programs. Proficient with communication, multi-tasking and problem solving, with solid track record in job performance, technical competence, communication and personal effectiveness.



Basic Information

- D.O.B : 05.10.1989
- Sex : Female
- Address: Blk 18 Bedok South Road #03-85 S(460018)
- Tel : +65 90078001
- Email: beryl1124@gmail.com
- Citizenship: Singapore PR



About Me

Accounting professional with 3 and half years of diversified public accounting experience of payroll management and full sets of accounts in a variety of industries. Possess an accounting degree with a focus in Accounting & Finance, and pursuing CPA Australia with two papers left. Seeking to leverage accounting expertise and experience into a planning and analysis role.



Highlights

- ❖ Valued team player
- ❖ Customer-oriented
- ❖ Thrives under pressure
- ❖ Independent worker
- ❖ Solution-oriented
- ❖ Highly analytical
- ❖ GAAP knowledge
- ❖ Strong organisation skills
- ❖ General ledger accounting



Language

- ❖ English
- ❖ Chinese



Special Skills

ERP (Accpac)/MYOB

Excel



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2013.11-2014.05 Crown Systems (S) Pte Ltd Accounts Executive (Contract)

Description:

Crown Systems (S) Pte Ltd is the leading provider of quality and cost-effective Project Management and Design & Engineering solutions. Executive role in Finance department, reporting to finance manager, assigned on the following roles:

- ❖ Coordinated approval processes of all accounts payable invoices.
- ❖ Renegotiated payment terms with dozens of suppliers.
- ❖ Verified details of transactions, including funds received and total account balances.
- ❖ Coded the general ledger and processed vendor invoice payments.
- ❖ Liaised with banks, suppliers and tenders for accounting related issues.
- ❖ Executed accounts receivable & payable reporting enhancements and reconciliation procedures.
- ❖ Prepare project budgets, monitor project expenses and perform intercompany re-billing issue.

Achievements: Provided required weekly, monthly and quarterly reports listing sales figures and client track records; assisted in the managing of the company database and verified, edited and modified members' information; operated computers programmed with accounting software to record, store, and analyze information.

2012.05-2013.08 Prudential Assurance Company (S) Pte Ltd Financial Consultant

Description:

- ❖ Listened and understood client's financial goals, aspirations and concerns;
- ❖ Developed comprehensive financial plan to help clients achieve their financial goals in all life stages;
- ❖ Sales of financial products to meet client's financial goals in the areas of investment, protection, savings and retirement planning;
- ❖ Acquired new clients and build relationships with existing clients through providing sound financial advice and excellent service.
- ❖ Accredited with the M5, M8, M8A, M9, M9A and HI certifications by the Singapore College of Insurance.

Achievements: developed communication and listening skills; conduct diversified market research techniques; consistently generated revenue through skilled sales techniques



CPA Australia Certificate

To seek a career build on professional accounting skills, I am currently pursuing CPA Australia certificate with the following completion subjects:

Foundation Program

- ❖ Fundamentals of Business Law – December 2014

Professional Program

- ❖ Ethics and Governance – 2015 Semester 1
- ❖ Strategic Management Accounting – 2015 Semester 2
- ❖ Financial Reporting – 2016 Semester 1
- ❖ Global Strategy and Leadership – 2016 Semester 2
- ❖ Financial Risk Management – 2017 Semester 1

To Be Completed Subject

- ❖ Singapore Taxation – 2017 Semester 2



Availability

➤ 07th August 2017