

Alyssa Ong

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Personal Profile

Singapore Citizen

Victoria University of Wellington
Graduate

Education & Qualification

2010 - 2013

Victoria University of Wellington
New Zealand

Bachelor of Commerce and Administration

Major in Accounting, Finance and Taxation

Minor in Commercial Law

2005 - 2009

New Plymouth Girls' High School
New Zealand

NCEA Level 3 (University Entrance examination)

Relevant skills

Proficient in the English language (written and spoken)

Able to converse in Chinese

Proficient in using JD Edwards

Proficient in using Microsoft Excel

Analytical and logical in decision making

Employment History

Oct 2015 – Sept 2016

Accounts Assistant -
Treasury and Cash Management

Z Energy
(formerly Shell NZ)
New Zealand

Cash Management

- Monitor and journal cash flows of bank accounts into the accounting ledger.
- Complete bank account and balance sheet reconciliations.
- Identify bank reconciliation items using a systematic and analytical process.
- Assist the wider organisation with the allocation of bank transactions and bank reconciliation items.

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- Oversee various Accounts Payable and Accounts Receivable responsibilities.

Treasury

- Allocate transactions for foreign exchange and other treasury dealings.
- Advise the treasury team of daily cash balances, payments and ad-hoc transactions.
- Liaise on behalf of the treasury team with banks for various arrangements and queries.
- Follow through the foreign exchange rates upload and check process.
- Process payments for some treasury transactions.

June 2016 Caltex takeover project

- Involve in the learning, implementation and improvement of the new processes.
- Work with the project team to gain an understanding of Caltex's cash flows and banking requirements.
- Manage increased volume of work to ensure that the organisation achieves Business As Usual work targets.
- Daily interactions with various banks to implement new banking platforms to assist managerial decisions.
- Transfer funds between bank accounts to support the Treasury team in their cash flow forecasting.
- Assist the wider Finance Operations team in cash, banking and bank reconciliation queries

Mar 2014 – Oct 2015
Life and Underwriting
Administrator

Medical Assurance Society
New Zealand

Insurance and Underwriting

- Always keep up to date with the latest changes in Life and Disability insurance policies.
- Understand risk management in underwriting of Life and Disability products and their price models.
- Liaise with medical consultants, specialists and other insurance companies to obtain underwriting requirements.

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Accounts and Finance

- Monitor premium payments through various payment methods.
- Work with the Credit Control department to gather information on the credit status of clients.
- Assist in the quotation of projected premiums and benefits for advisers and clients.

Technical and Administrative coordination

- Facilitate work flow using various systems and software.
- Systematically input, profile and archive documents.
- Answer general enquiries and provide resolution for clients, consultants, branch staff and external parties.

Other Employment history

Feb - Mar 2013
Data Collator

Z Energy
New Zealand

Jan 2012
Intern

Audit Alliance Pte Ltd
Singapore

Jan 2011
Sales and Administration assistant

S & I Systems Pte Ltd
Singapore

Other Interests

Believes in keeping fit and has a passion for running.

Passionate about health and nutrition – to inspire people to cultivate healthy living.

*References will be provided upon request.