



Ong Jia Ning Jean

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EDUCATION

National University of Singapore

Aug 13 – May 17

Bachelor of Business Administration (Accountancy): Specialization in Finance

Escola Superior d'Administració i Direcció d'Empreses (ESADE), Barcelona, Spain

Aug 15 – Dec 15

Student Exchange Programme

- Awarded NASA Exchange Bursary

Nanyang Junior College

Jan 11 – Nov 12

GCE 'A' Levels

- Distinctions in H2 Math, Biology and Chemistry

WORK EXPERIENCE

GroupM (Singapore) Pte Ltd

May 16 – Aug 16

Finance Intern

- Assisted managers in over 80 transactions including billings, receivables and payables, posting of journal entries and allocation of costs daily in the system to ensure smooth closing during month-end
- Ensured business compliance to mandatory and statutory legislations, accounting policy and procedures

Lo Hock Ling & Co

May 15 – Jul 15

Audit & Advisory Intern

- Assisted auditors by vouching over 100 transactions, conducting sequential, cutoff and numerical checks and managed work papers promptly to ensure quick completion of cases
- Drafted work papers and financial statements for preliminary assessment of clients' accounts to prepare for audit cases

ASM Logistics (S) Pte Ltd

Dec 14 – Jan 15

Accounting Intern

- Posted over 100 journal entries daily to ensure the job costing system is up to date and well-maintained
- Assisted the managers in accounts receivables, payables and reconciliation of bank statements prior to closing period

Standard Chartered Bank

Dec 12 – Jul 13

Operations Assistant

- Assisted private banking managers in processing and checking over 500 transactions and client information in a day
- Efficiently organised urgent transactions, dispatched to be processed by back-end operation managers

ORGANISATIONAL AND COMMITTEE EXPERIENCE

Block Committee, Sheares Hall, National University of Singapore

Jun 14 – May 15

Vice President

- Spearheaded and guided the 10-member block committee in planning and executing block events, with a turnout of 50-60 each week to promote unity and cohesiveness amongst the residents
- Responsible for the welfare of 108 residents in the block, provided help and assistance with hall matters when needed
- Managed administrative information of residents and in charge of the upkeep of block amenities and facilities

BizConnect, NUS Students' Business Club, National University of Singapore

Jul 14 – Mar 15

Head of Publicity

- Part of a 8-student team which organizes the BizConnect Networking Dinner each semester
- Liaises with the Business School Alumni (BSA), Global Alumni Network Organisation (GANO) regarding event details
- Responsible for designing creative banners, posters and response forms for the BizConnect Networking Dinner
- Part of the organising team of Bizad Charity Run 2015 with an event turnout of 1600 runners and more than \$200,000 raised for Assumption Pathway School and financially needy students of NUS Business School

Block Committee, Sheares Hall, National University of Singapore

Aug 13 – May 14

Treasurer

- Managed the block funds of at least \$1000 a month for block expenditure
- Managed the weekly financial budget for each event and ensured reimbursements are done accurately and promptly
- Part of a 10-student team which planned and organized block events weekly, to promote unity and foster better relationships within the block

SKILLS AND OTHER INFORMATION

- **Languages:** Native in spoken and written English and Mandarin, conversant in spoken and written Spanish
- **Software:** Proficient in Microsoft Word, Excel, Powerpoint and Adobe Photoshop