

RESUME

Name : Goh Aik Yen (Jonathan)
Address : 677C Punggol Drive
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Date of Birth : 22 July 1983
Gender : Male
Nationality : Singaporean
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PROFESSIONAL QUALIFICATIONS

April 2014 Institute of Singapore Chartered Accountants, CA (Singapore)
August 2009 – February 2013 Association of Chartered Certified Accountants (ACCA Affiliate Member)

EDUCATION

July 2004 – June 2008 Bachelor of Science (Hons) in Banking & Finance (Part-Time)
University of London at Singapore Institute of Management
July 2000 – June 2003 Diploma in Electronics & Computer Engineering
Majoring in Computer Engineering
Ngee Ann Polytechnic
Jan 1996 – Dec 1999 GCE 'O' Level
Catholic High School

WORK EXPERIENCES

1) April 2010 – Current

Marsh (Singapore) Pte Ltd (Accountant)

- Perform month-end system closing
- Prepare monthly tax computation
- Perform monthly cash surplus computation
- Perform mass allocation and revaluation
- Perform monthly bank reconciliations
- Perform monthly balance sheet reconciliations
- Prepare GL journals in Oracle Financials
- Review of GL journal entries performed by junior staff (single division)
- Checking of revenue and revenue accruals and ensure adherence to revenue and revenue accrual guidelines
- Review of revenue (3 divisions) and propose adjustments where required
- Prepare monthly business analysis report for submission to Regional Finance
- Handle GST reporting
- Assist in Statutory Audit
- Prepare MAS Quarterly and Annual Returns
- Prepare ECI and yearly tax annual returns
- Provide information and liaise with tax agent on IRAS tax queries and all other tax matters
- Provide guidance to brokers on revenue recognition and GST issue
- Prepare monthly forecast and variance analysis and commentary (single division)
- Undertake monthly revenue variance and analysis against budget and forecast

2) November 2005 – 31st March 2010

HSBC Insurance Brokers (Singapore) Pte Ltd (Asst. Manager, IT/Finance) (Acquired by Marsh (Singapore) Pte Ltd)

- Preparation of monthly financials (P&L, Balance Sheet)
- Supervise and checking of receipts and payments prepared by junior staff
- One of the joint authorized signatories for signing any amount not exceeding SGD 40,000

- Provide monthly, quarterly and ad-hoc reports for Managing Director
- Assist in preparation of board papers
- Prepare funds for placement on fixed deposits
- Perform quarterly reconciliation with underwriters
- Liaise with Hong Kong IT team to create reports for all business needs
- Conduct training of IT / System for staffs
- Regular review and improvements to system with Hong Kong IT team
- Business recovery coordinator
- Setting up new user accounts for Windows/eGlobal
- Set-up new PCs, troubleshoot software/hardware/networking issues
- Maintenance of client/insurer records in eGlobal

HSBC Insurance Brokers (Singapore) Pte Ltd
(Finance/IT Assistant - Senior Executive, IT/Finance)

- Accounts payable and receivable
- Process of settlements to underwriters, local and overseas reinsurers
- Preparation of bank reconciliation report
- Preparation of general and sub-ledger journals
- Business recovery coordinator
- Setting up new user accounts for Windows/eGlobal
- Maintenance of client/insurer records in eGlobal
- Set-up new PCs, troubleshoot software/hardware/networking issues

SKILLS

Financials	: Oracle Financials, Oracle EPM
Others	: MS Word, Excel, PowerPoint, PC set-up & troubleshooting,
Programming Language	: Borland C++, MS VB Studio, VBA, Linux Programming
Language Proficiency	: Fluent in spoken and written English, Mandarin

EXTRACURRICULAR ACTIVITIES

1) Ngee Ann Polytechnic

2001 : Ngee Ann Poly Students' Union (Student Leader)

2) Catholic High School

1996 – 1999 : Military Band, Rank: Major, Appointment: Drum Major

1996 – 1997 : Student Council Board (Member)

AWARDS

1) Singapore Armed Forces

2005 : NIQCC (Bronze)

2) Catholic High School

1999 : School Colors Award (Individual)

1997 : Australian Mathematics Competition (Certificate of Distinction)

REFEREES

Name : Mr George Lau (NTUC Income Insurance Co-Operative Limited)
Sales Manager
Contact No : 9834 9837
Email : George.lau@income.com.sg
Years Known : 15 years

Name : Ms Rawinder Kaur (Kyoritsu Insurance Brokers (S) Pte Ltd)
Contact No : 9270 8830
Years Known : 10 years