

Tan Xing Rui, Mark

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PROFESSIONAL EXPERIENCE

Deloitte & Touche LLP (Singapore)

Dec 2016 - Feb 2017

General Audit, Intern

- Participated in audit fieldwork at various client sites
- Conducting stock takes and statutory audit as required for the fieldwork
- Assisted team in the test of details and test of controls
- Mind mapping companies process flows, to ensure appropriate controls are present
- Casting for Financial Statements

United Overseas Bank (UOB) Limited

Sep 2015 - Dec 2015

Trade Operations Centre (TROC-Imports), Trade Admin Assistant (Contract)

- Processed applications for Clean Invoice Financing
- Retirement of accounts for Trust Receipts due
- Liaised with both internal and external customers on application and settlement instructions

DBS Vickers Securities (Singapore) Limited

Dec 2012 - Feb 2013

Equity Settlements Department, Intern

- Assisted in the settlement of trade accounts and contra accounts
- Sorting and Mailing of account statements
- Carried out various ad hoc duties and provided administrative support to the team

EDUCATION

University of Melbourne

Feb 2016 - Dec 2017

- Bachelor of Commerce with a Double Major in Accounting and Finance

Singapore Polytechnic

Apr 2010 – Mar 2013

- Diploma in Banking and Financial Services (Financial Trading)

SKILLS AND RELEVANT CERTIFICATIONS

- **Computer skills:** Competent with Microsoft Word, PowerPoint and Excel
- **Language skills:** Fluent in English and Mandarin
- **Relevant skills:**
 - Ability to multitask and time manage
 - Adaptive to situations
 - Good interpersonal and communication skills
- Advanced Certificate in Team Leadership, Singapore Workforce Development Agency (WDA), 4th September 2014

CO-CURRICULAR ACTIVITIES

MINDEF Singapore

Nov 2013 - Sep 2015

- Commissioned Officer of the Singapore Armed Forces (SAF) (October 2014)
- Served in the capacity of a Platoon Commander in 23rd Battalion Singapore Artillery (23SA)
 - Assisted in the supervision of SEA GAMES 2016 fun pack packing and distribution
 - Assisted in the management of Unit's operational duties

Singapore Polytechnic Lifesaving Society (SPLS)

May 2010 - Apr 2013

- Trained and participated in various lifesaving competitions and events
- Certified lifeguard with the Singapore Lifesaving Society (Bronze Medallion certified)