

Emmalynn Zhu

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PERSONAL PARTICULARS

Date of Birth : 11 June 1989
Nationality : Singaporean
Marital Status : Married

EDUCATION

Nanyang Business School, Nanyang Technological University Aug 2012 - Dec 2014
Bachelor of Accountancy

WORK EXPERIENCE

One North Bridge Pte Ltd Dec 2016 – Nov 2017
Accountant (Full-Time)

- Test and implement new accounting software
 - Migrate entire accounts from Quickbooks to Xero
- Handle full set of accounts
 - Accounts receivable, accounts payables, general ledger, journals
- Assist in quarterly GST filing
- Provide ad-hoc business analysis for management's use in decision making

Ernst & Young LLP Jan 2015 – Oct 2016
Audit Assistant (Full-Time)

- Assist in the planning, execution and delivery of audit engagements
 - Listed and non-listed companies from Singapore and overseas
 - Communicate timely on findings to seniors and managers on audit issues
- Coach new hires/interns
 - Provide guidance to new hires/interns on EY audit procedures and methodology
- Provide professional advice to clients

CO-CURRICULAR ACTIVITIES / COMMUNITY INVOLVEMENT ACTIVITIES

Environmental Rangers Society May 2010 - Feb 2011
Treasurer

- Planned and executed a campus-wide phone recycling campaign
 - Created awareness and impact to both staffs and students
 - 108 phones were recycled in one day
- Budgeted for income and expenditure for various activities organized by the club
- Handled cash receipts and disbursements for various activities

SKILLS/COMPETENCIES AND INTERESTS

Language Proficiency : English (Advanced), Mandarin (Chinese) (Advanced), Japanese (Intermediate)
Interests : Reading, drawing and traveling

EXPECTED SALARY AND AVAILABILITY

Expected Salary : Negotiable
Availability : Immediate