

# ONG ZHIHUI

94890998 | zhihui\_91@hotmail.com | 26

*Second-upper honors in accounting and finance. 2 years work experience.  
Seeking to gain leadership experience and to be a certified accountant.*



## WORK EXPERIENCE

### **Infinity Assurance LLP**

**September 2015 to current**

*Designation: Audit associate*

- Understanding, planning and conducting audit on client's financial statements in accordance with Singapore Standards on Auditing and Singapore Financial Reporting Standards for various industries;
- Performing basic consolidation;
- Preparation of financial statements (*involving consolidated financial statements*);
- Analyzing on the financial performance;
- Drafting of tax computation;

### **FTC Corporate & Tax Advisory Pte Ltd**

**June 2014 to September 2015**

*Designation: Client Service executive*

- Preparation of full set accounts for the Company;
- Performing bookkeeping for clients;
- Preparation of individual and corporate tax computations for submission to IRAS; and
- Preparation of corporate secretarial documents and performing corporate secretarial functions for clients (e.g. preparation of XBRL, filing of annual returns).

### **DHI Water & Environment (S) Pte Ltd**

**August 2011 to March 2013**

*Designation: Accounts assistant/Facilities administrator*

- Data-entry for accounts payable function; and
- Implemented a fixed assets tracking system for the Company;

## QUALIFICATIONS

### **Foundation for Singapore Qualification Programme (Completed)**

Singapore Accountancy Commission

**2015**

### **Bachelor of Science (Honours) in Accounting & Finance (Second Upper)**

University of London

**2012 - 2014**

### **Diploma in Accountancy**

Ngee Ann Polytechnic

**2008 - 2011**

## SKILLS & CAPABILITIES

- Microsoft office
- ACCPAC
- MYOB

## AVAILABILITY

**1 month notice in advance**

## CURRENT/EXPECTED REMUNERATION

**Current remuneration: \$3,000**

**Expected remuneration: S\$4,000**