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Singaporean

3 August 1993 (Age: 24)

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Mun YIN SEIN, Steffi

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| Objective |  | Looking for a change in working environment and for commercial experience. Seeking a career that is challenging, rewarding and with lots of opportunities to grow within the firm. |
| Skills & Abilities |  | Possesses good written and verbal communication skills, excellent interpersonal skills and is a good team player.  **Software application skills:**  Microsoft Office  **Language Proficiency:**  English (Fluent)  Mandarin Chinese (Fluent) |
| Experience |  | KPMG Services Pte. Ltd. **Senior Audit Associate**  **Sep 2015 – Present (at least 1 month notice period required)**  Experienced in the audit of companies in the Food and Beverage, Investment Property and Consumer Sales industry.  Performed audit on various listed and non-listed companies including the following segments:  - Audit of Consolidated accounts  - Set up of audit work papers for listed client taken over from previous auditors  - In charge for audit of a diverse range of sectors including Food & Beverage, Investment Property and Consumer Sales Industries.  - Planned, guided and led team towards successful completion of engagements on time  - Conducted risk assessment and designed audit procedures for key processes  - Developed communication skills which enabled resolving pertinent accounting issues and resolving issues with clients  - Through detailed analysis of client’s processes, helped client enhance the company's internal controls and improve operational efficiencies  - Identified significant accounting and operational control issues |
| Education |  | Nanyang Technological University **Aug 2012 - May 2015**  Bachelor of Accountancy (2nd Class Honours)  **Victoria Junior College**  **Jan 2010 - Dec 2011**  GCE 'A' Level Certificate  **Tanjong Katong Girls' School**  **Jan 2006 - Dec 2009**  GCE 'O’ Level Certificate |
| Co-curricular activities |  | **Cheerleading**  **Sep 2012 - Feb 2015**  Displayed teamwork, resilience and sportsmanship.  Represented Hall of Residence 9 (2013 - 2014) and Hall of Residence 11 (2015) in the annual Inter-Hall Cheerleading Competitions.  **Chinese Orchestra**  **Jan 2010 - Dec 2011**  Displayed teamwork and perseverance.  Represented Victoria Junior College and attained a Silver award in the 2011 Singapore Youth Festival for Chinese Orchestra.  **Guzheng Ensemble**  **Jan 2010 - Dec 2011**  Displayed teamwork and perseverance.  Represented Victoria Junior College and attained a Gold award in the 2011 Singapore Youth Festival for Guzheng ensemble.    **Netball**  **Jan 2006 - Dec 2009**  Displayed teamwork and excellent sportsmanship.  Represented Tanjong Katong Girls’ School’s netball team. |
| Interests |  | Baking  Travelling  Learning new sports  Playing the Guzheng |
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