**Personal Details**

Gender : Male

Date of Birth : 29 August 1991

Nationality : Singaporean

HP : +65 91891123

E-mail : jinhao23@hotmail.com

Availability Date : Immediate

**EDUCATION**

July 2014 – May 2016 **Singapore institute of Management**

Bachelor of Business (Accountancy), RMIT

Apr 2009 - Apr 2012 **Temasek Polytechnic**

Diploma in Mobile Network and Services

Jan 2004 - 2008 **Outram Secondary School**

GCE “O” level

**EMPLOYMENT EXPERIENCE**

June 2016 – Current **People's Association (PA)**

**Position: Compliance Officer (1 year Contract)**

Duties and Responsibilities

* Review, initiates and supervise all grassroots financial transactions and its related activities to prevent fraudulent, unethical, or improper conduct
* Provide expertise advice and guidance to the COs in handling grassroots accounts and financial procurement matters with the reference of latest People's Association (PA)’s financial guidelines/ procedures
* Educate staff with the good practice and recommends area for improvement to tighten grassroots financial procedures at the COs
* Preparation of monthly checklist and audit reports to ensure that the audit observations are recorded down for staff to rectify before the commencement of Internal/External Audit Checks
* Provides reports on a regular basis, and as directed or requested, to keep the Group Constituency Director, Constituency Director, Deputy Constituency Director, HQ and senior management informed of the operation and progress of compliance efforts
* Monitor the audit observations of the respective COs and relates activities on a continuing basis, taking appropriate steps to improve its effectiveness
* Consults with HQ Finance Roving Team or relevant Division as needed to resolve difficult legal compliance issues
* Develops & plan a briefing session, upon requested or directed, to share our audit observations or any financial updates internally
* Check financial statements prepared by the Accounts Officers/GRO Treasurers to ensure accurate preparation of GROs accounts.
* Liaise with both Internal and External Auditors to resolve accounting issues

Feb 2015 - June 2016 **CITI GROUP**

**Position: Events Coordinator (Temp)**

Duties and Responsibilities

* Registration Desk Management
* Collation and organizing of event packs, name badges and programs
* Monitor and oversee on meeting status & schedules
* Plan, coordinates and participate in all efforts to set up the event
* Keep inventory of backdrops, banners, corporate materials and other display materials
* Coordinate event logistics, including registration and attendee tracking, meetings and corporate materials support and pre- and post – event evaluations.
* Coordinate, monitor event timelines and ensure meeting arrangements run smoothly
* Any other tasks assigned to support the team

Oct 2015 – Jan 2016 **UA Sports SEA Pte Ltd (UnderArmour)**

**Position: Finance Assistant (Temp)**

Duties and Responsibilities

* To key in and reconcile Trade payable invoices & statement
* Assist maintaining monthly balance sheet schedule
* Assist in filing of finance documents
* Assist in recording & posting of retail daily sales
* Up-keeping of marketing expenses invoices into shared drive
* Ad-hoc duties delegated by the management team

June 2012 - June 2014 **Full Time National Service**

* Vocation: 1st Commando Battalion (Weapon Specialist)
* Attained Rank of Corporal

**Skills, Abilities and Language Proficiency**

* Microsoft Office, with Excel functions such as vlookup and pivot table
* Microsoft Dynamics AX and MYOB
* Strong verbal and written in English and Mandarin
* Intends to pursue ICA Diploma in Governance, Risk and Compliance