## **Curriculum Vitae**

#### **PERSONAL INFORMATION**

# **Full Name : GOH TIEN-SZE, ALVIN**

**Birthday : Jan 1979**

# **Address : Tampines, Singapore**

**Nationality : Singaporean**

# **Race : Chinese**

# **Gender : Male**

# **Dialect : Hokkien**

# **Marital Status : Married (2015)**

**License : Class 3, 2A & 2B**

E-Mail : agohts@gmail.com

**Contact : (+65) 8228-9848**

**Availability : Immediate  
Outlook : Clean & Professional   
Profile : Was out of Singapore in 2016 for a research project which was   
 recently completed; also undertook out- sourced finance portfolio.   
 Upcoming plans: Ready for full time position and there are plans to   
 achieve CFA certification soon.**

#### **CAREER OBJECTIVE**

**A competent professional, who is capable of undertaking responsibilities and accept challenges,** within the financial function in the enterprise.

#### **PERSONAL PROFILE & PERSONALITY**

**A committed and result-driven person with a keen and positive attitude in learning. My practical accounting experiences together with my IT trained background equip me with a competitive edge over my counterparts to execute computer literacy skills and application of accounting concepts.**

**I am organized, meticulous & self motivated both in my personal life and during my employment experiences. I take pride in whatever I do and always seeking improvements.**

#### **PROFESSIONAL QUALIFICATION**

**ACCA(Level 3)**

ACCA (the Association of Chartered Certified Accountants) is the global body for training professional accountants.

#### **ACADEMIC QUALIFICATION**

**Diploma in Engineering Informatics : Awarded By Nanyang Polytechnic, School Of**

**Information Technology. This course provides foundation in software development, system integration and networking. Majored in Multimedia & Networking Applications.**

# **Cambridge GCE ‘O’ Levels : Graduated with 7 ‘O’ level pass.**

#### **EXTRA-CURRICULAR ACTIVITIES**

**I was my school representative for Badminton competition at National level during my primary and secondary school days. I brought glory to my school by winning 2nd and 4th place in the East Zone and National Schools Badminton Tournament.**

**I also participate actively in Annual Sports Day and won numerous medals. I took up Taekwondo as my ECA during my tertiary education.**

**Has had been obtaining Silver award for all annual Individual Physical Proficiency (IPPT) test.**

**During my years of studies, I was nominated Class chairman and treasurer by my teachers and classmates.**

#### **PROFESSIONAL HISTORY**



##### **Company : MDR Limited (Listed in Singapore Stock Exchange)**

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**Industry : A local established after-market service provider for mobile devices**

**Dept : Finance**

**Period : Aug 14 to Mar 15**

**Position : Accountant (lead a team of 3 people)**

**Scope : Monthly Budget/Variance reporting & presentation to Director/CFO  
 Timely analysis for business units/products for management reporting  
 Review & approve AP/AR/Cash Management journals posted by team  
 Conduct audit & compliance check at retail shops around Singapore   
 Review and improve internal accounting or compliance matters with**

**Operations Team and Finance Director.**

**Travelled to China to review & reconcile oversea subsidiaries accounting**

**system. Prepare monthly Budget and Variance analysis for 2 oversea entities.   
Effective communication with team, other entities’ accountants, various account managers, operation director and CFO during discharge of work.**

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##### **Company : T+G Partners**

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**Industry : Certified Public Accountant Firm providing professional services**

**Dept : Financial Reporting/Compliance/Tax**

**Period : Mar 11 to Jun 14**

**Position : Accountant (Managing clients’ compliance & accounting portfolio)**

**Scope : Full-Set Accounting/ACRA Compliance/GST reporting/Corporate Tax/  
 XBRL filing/Company Incorporation/Corporate Secretarial services/  
 Fiduciary services/ Cloud services/CPF with Payroll/Audit/  
 Business unit performance analysis/Financial planning & budgeting**

**Client : Corporate training provider/Fund Investment firm/  
 Shipping Insurance firm/Business Consultancy/  
 Retail/Internet Security/Human Resource Recruitment/  
 Enterprise cloud solution provider etc**



##### **Company : Infor Global Solutions(US MNC)**

**Industry : A enterprise solution provider for 41 countries.**

**Dept : Shared Services Centre for Asia Pacific.**

**Position : GL Accountant  
Period : Sep 09 to Mar 11. (Feb09 to Aug09; took self improvement courses)**

**Job Scope : Manage a total of 10 entities for Asia Pacific in financial reporting;   
 timely closure of month end activities for full set of accounts,  
 prepare internal performance reporting for management review,  
 GST/VAT reporting, Fixed Asset Register, Review of Balance Sheet   
 schedules and P/L, Post recurring and adjusting journal entries, Bank  
 Reconciliation, Corporate Tax computation, Liaison of Audits,   
 Providing information for Compilation of Financial Statements in   
 accordance to Company Act and S’pore Accounting Standards .**

**(Kindly refer to testimonial attached on page 9)**

**Remarks : GL function re-locate to India**

**System : Oracle Financial System**

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##### **Company :** [**Marriott Vacation Club International**](http://www.vacationclub.com)

**Industry : A worldwide operator of luxury hotels and lodging.**

**Dept : Regional corporate office for Finance (Asia Pacific).**

**Position : Finance consultant.**

**Period : July 08 – Jan 09.**

**Remarks : Contract role**

**Job Scope : Perform & facilitates a wide spectrum of accounting functions across a   
 few departments: Finance, Cash Management, Financial Services &  
 Sales.**

* **Review & verify Sales report submitted by respective countries daily.**
* **Review closure of contracts and revenue recognition during month end.**
* **Identify internal control weakness and implement improvements.**
* **Bank reconciliation in a high volume transactions environment.**
* **Provide inputs on implementing automation of receipts creation in GL.**

**- Response to queries from Sales, Cash Management and Financial   
 services.**

* **Prepare & process receipt journals for Asia Pacific region daily.**
* **Verify data integrity from Sales report against In-house Finance system.**

**- Reconcile discrepancies found in depository accounts shown in Bal.   
 sheet.**

* **Distribute bank statements for respective entities and departments daily.**
* **Prepare Sales recon report for Cash Management and Financial Services.**
* **Prepare and process accrual and prepayment journals during month end.**

**- Prepare payment journals & cheque issuance for Vendor and Staff   
 Claims.**

* **Review and approve Sales refund or withdrawal.**

**- Identify & investigate overdue contracts with respective Sales Manager.**

**- Reconcile receipts against Bank statement and General Ledger posting.**

**- Preparation & cleaning up of accounts for internal audit.**

**- Follow-up clearance delay for receipts with banks.**

**System : Oracle Financial System, PeopleSoft, In-house System, Cognos report &**

Microsoft **Excel.** (Pivot Tables, formulas & VLookup function).

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##### **Company :** [**Orange Business Services**](http://www.orange-business.com)

**Industry : A Global leader in telecommunication & network solutions.**

**Dept : Regional Finance Centre (Shared Services Centre for Asia Pacific).**

**Position : Accounts Receivable Analyst.**

**Period : Mar 06 – Jun 08 (Permanent position).**

**Remarks : Career progression; seeking GL position.**

**Job Scope : Full spectrum in Accounts Receivable function for Asia Pacific region.**

**- Review/Submit credit application and approval for new customer.**

**- Prepare budget and Forecast for Cash Management and GL team.**

**- Cash application & review internal control with SOX compliance.**

**- Review/Consolidation of cash flow projection for Asia Pacific region.**

**- Weekly distribution of Asia Pacific AR status to team and revenue  
 uploading.**

**- Provide provision for bad debt, revenue accrual and Inter-Co   
 transactions.**

- Perform month-end closing financial activities – Conference call to HO.

- Head office Month-end balance sheet reporting (DSO + variance  
 explanation)

- Monthly Management Financial Analysis & Consolidation.

- Balance Sheet & Subledger reconciliation

- Plan & coordinate with outsourced General Ledger Accountants, Cash

Management team and support Auditors for auditing matters/query.

- Establish good customer’s relationship and respond to customers’ query  
 on billing & collection issues.

System : Oracle Financial accounting software, Discoverer, **Essbase** & Microsoft   
 Excel (Pivot Tables, formulas & VLookup function).

**hsbc%20logo**

##### **Company : HSBC Bank**

**Industry : Banking (Finance).**

**Dept : Financial Control.**

**Position : Bank Officer.**

**Period : Dec 05 – Mar 06.**

**Remarks : Contract position for 3 months; to relieve a AVP’s maternity absence.**

**Job Scope : Management Accounting for Asset & Liability Committee (ALCO).**

**- Prepares daily and monthly bank reconciliation.**

**- Preparation & analysis of financial report to submit to local & Head   
 Office.**

**- To monitor external environment in which the branch operates and to   
 assess the impact of factors such as: interest rate volatility, market   
 liquidity, exchange rate movements and competitor bank actions.   
 - Determine the most likely banking environment for asset/liability   
 forward planning and evaluate alternative rate, pricing and portfolio mix   
 scenarios.  
 - To review all balance sheet risks including market risk, ensuring that  
 adequate control exist and that the related returns reflect these risks and   
 the capital required to support them.**

**- Identifying trends and issues in the current month performance analysis.**

**- Prepares monthly MAS regulatory report (Income and Expenditure).**

**System : Hyperion, Essbase,** **In-house software (HUB & HMI) & Microsoft Excel (Charts, formulas and VLookup function).**

**egl**

**Company : Eagle Global Logistic (US MNC)**

**Industry : A global company specializing in Cargo Management.**

**Dept : Regional Finance for Asia Pacific.**

**Position : Accounts Officer.**

**Period : Aug 05 – Nov 05.**

**Remarks : Company undergoing restructuring process and tender due to shift of   
 residential location.**

**Job Scope : Inter-Company Accounts Payable for Asia Pacific region (10 countries).**

# **- Perform & review Inter-Company reconciliation.**

**- Process local and foreign payment for vendors and inter-company   
 entities.**

**- Investigate and follow-up outstanding invoices internally & Vendor.**

- Co-ordinate with Account Manager and billing dept for billing matters.

- Response to inter-company queries on billing matters.

- Perform month-end closing financial activities and reconciliation.

- Preparing Profit Share reports for Asia Pacific region.

- A**dherence to company policy and US GAAP Accounting standards.**

##### **System : Oracle Financial accounting software with Microsoft Excel (Vlookup and C**harts function).

gaincity_logo%20copy

# **Company : GainCity Best Electric Pte Ltd**

**Industry : An established retail company which specialized in home appliances.**

**Dept : Finance.**

**Position : Accounts Assistant.**

**Period : Mar 03 – Jun 05 (Permanent position).**

**Remarks : Left for career advancement; for wider exposure in MNCs.**

**Job Scope : Full sets of accounts.**

**- Credit Control and liaising with department managers for collection.**

**- Preparation of payment vouchers for staff reimbursement and vendor.**

- Perform month-end closing activities, BS schedules and bank   
 reconciliation.

**- Bank reconciliation, journal entry for provision, accruals and   
 prepayments.**

**- Inter-Company billings and quarterly GST return submission.**

**- Prepare management and cash flow report during month end.**

**- Preparing and attending to internal & external audit matters.**

##### **System : In-house Accounting software with Microsoft Excel**.

#### **MY STRENGTHS**

**I am a fast learner, analytical, result driven with a positive attitude in my work. I am also a detailed oriented person who is able to perform under pressure and adhere to deadlines.**

**I can be a team leader or player. During my 8 years of community work, I also developed my interpersonal and communication skills.**

**One of my future plans, in my career, is to be involved in a more analytical role in the organization.**

#### **COMMUNITY WORK**

**I have been giving free tuition to students in a non profit organization during weekends for 8 years. This is one way of helping the less unfortunate people in our society.**

**Due to good track record, I was appointed the role of main coordinator on all matters or queries concerning tuition class.**

**Although I sacrificed my weekends, the return from it is much greater and meaningful because I learnt things that are not taught in our school education system.**

#### **OTHERS**

# **Language Proficiency : Able to converse well in English, Mandarin and various dialects.**

**Computer Literacy : Proficient in using various Operating Systems, Microsoft  
 Office Suite, Accounting packages (Oracle etc), Web  
 programming applications.**

**Hobbies : Jogging, swimming and playing badminton.**

**Training Attended : Teamwork & Effective Communication Skills, Credit   
 management and Effective email writing for debt collection.**

**National Service : Completed in 2003 with the rank of 3rd Sergeant.**

**2005: Awarded outstanding performance award.   
 2006: Promoted to 2nd Sergeant for excellent service.  
 2007: Awarded ‘Best Performance’ award.**

**2008: Promoted to 1st Sergeant.   
 2012: Promoted to Staff Sergeant.   
 2013: Completed 10 years of service.**

**Certified Tea Taster : Awarded in Beijing, Republic of China in 2014  
 Examination comprises of:  
 a) 3hr theory examination,   
 b) 1hr practical session preside by government official, and   
 c) submission of a thesis which contains 12,000 words.**

**Testimonial from Infor Global Solutions**

