**Serene Huang Li Jing**

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| **Contact Details** |
| Address : Block 418. Clementi Ave 1 #13-255, S120418  Mobile No. : 8399 2077  Email : serene\_h87@yahoo.com.sg |
| **Personal Particulars** |
| Age : 29  Date of Birth : 14th March 1987  Nationality : Singaporean  Race : Chinese  Gender : Female  Marital Status : Married |
| **Qualification** |
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| Qualification : Degree  Field of Study : Business  Major : Accountancy  Institute/University : Singapore Institute of Management (SIM), Singapore  Graduation Date : August 2013  Qualification : Diploma  Field of Study : Management Studies  Major : Management  Institute/University : Singapore Institute of Management (SIM), Singapore  Graduation Date : July 2010  Qualification : GCE “O" Level  Field of Study : Others  Major : -  Institute/University : Pioneer Secondary School  Graduation Date : December 2004  Qualification : PSLE  Field of Study : Others  Major : -  Institute/University : Jurong Primary School  Graduation Date : December 1999 |
| **Career Objectives** |
| Seeking for career advancement to be able to utilize all my skills and abilities to the fullest and be able to learn from every job and use the lessons learnt to progress in my career. Major strenght in being able to work independently, proactively and will always try to implement ways to improve workflow speed and quality. Capitalizing on all lessons learnt from the work experiences for every new opportunity arises. |
| **Experience** |
| **1. Company Name : Manna360 Pte Ltd**  **Position Title : Accountant**  **Industry : Food and Beverage**  **Duration : Feb 2016 – Current**  **Work Description:**  Responsibilities:   * Manage the accounting team and review work done by subordinates to ensure the completeness and accurancy. * Manage company’s cashflow to ensure sufficient balance for GIRO & vendors payment * Prepare and Post monthly General Ledger entries * Prepare monthly Bank Reconciliation * Process payments to both local and international vendors and suppliers * Reconciliation on sales & receivables * Prepares monthly Prepayment & Accruals * Applying & follow up with bank on LC arrangement * Filling of statutory, business statistics and other types of return as required by local tax and legal legislations. (GST, Corporate Tax, PIC Claims and etc.). * Preparation of monthly financial report, including assurance of accurate and timely result. * Liaising with suppliers and external auditor, coordinate with the tax agent on tax compliance, as well as ensure that all accounting activities comply with the accounting policies.   **Reason for Leaving**:  Company not doing well and is downsizing.  **2. Company Name : Primepoint Holdings Pte Ltd**  **Position Title : Accounts Executive**  **Industry : Oil and Gas**  **Duration : July 2014 – Feb 2016**  **Work Description:**  Responsibilities:   * Close monthly full set accounts using Autocount accounting system * Prepare daily cashflow statement and projection * Prepare weekly aging report for vendors * Prepare monthly accounts for group companies * Prepare monthly bank reconciliation * Prepares monthly Prepayment & Accruals * Prepare invoices for intercompany billings. * Process expense claims for staffs (both local and overseas) * Process payments to both local and international vendors and suppliers * HR matters include payroll, personal tax, CPF, government claims. * Prepare and file quarterly GST returns to IRAS.   **Reason for Leaving**:  Company is not stable.  **3. Company Name : AIA Singapore Pte Ltd**  **Position Title : Financial Services Consultant**  **Industry : Insurance**  **Duration : June 2012 – June 2014**  **Work Description:**  Responsibilities:   * Meeting clients to do a financial review to understand their current financial situation and needs * Analyse & evaluate client’s financial status and recommend suitable products to help client’s achieve their goal * Present and explain to clients on the products recommended * Implement recommendation * Do yearly review for clients * Servicing clients   **Reason for Leaving**:  Switching back to accounting line  **4. Company Name : Sumitomo Chemical Asia Pte Ltd**  **Position Title : Accounts Assistant**  **Industry : Chemical Trading**  **Duration : May 2010 – MAY 2012**  **Work Description:**  Responsibilities:   * Keying in and checking of invoices using SAP system * Bank-in cheques * Issue cheque payment * Doing online payment for vendors * Prepare monthly bank reconciliation * Prepare monthly journal * Provide administrative support   **Reason for Leaving**:  Doing a career switch.  **5. Company Name : FMC Technologies Pte Ltd (Singapore)**  **Position Title : Project Document Co-ordinator**  **Industry : Oil / Gas / Petroleum**  **Duration : Apr 2005 – Apr 2010**  **Work Description:**  Responsibilities:   * Administrative support, extract & compiling data from SAP System for Documentation purposes * Compilation of documents, verification and as well as documentation control * Communicating/ Coordination with 3rd party personal for inspection arrangement which involves the monitoring of inspection status and completeness of documents * Trouble-shoot issues relating to quality system   **Reason for Leaving**:  Career Progression in accounting field. |
| **Skills** |
| (**Proficiency**: **Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)   |  |  |  | | --- | --- | --- | | **Skill** | **Years** | **Proficiency** | | MS Word | 11 | Advanced | | MS Excel | 11 | Advanced | | SAP System | 7 | Intermediate | | MS Powerpoint | 11 | Intermediate | |
| **Languages** |
| (**Proficiency**: 0=**Poor -** 10=**Excellent**)   |  |  |  | | --- | --- | --- | | **Language** | **Spoken** | **Written** | | English | 8 | 8 | | Chinese | 9 | 6 | |
| **Text Resume / Additional Info** |
| Dear Sir/Madam,  I am writing to express my interest to be considered for the vacancy.  I am a meticulous person who brings to my job a strong work ethic and desire to succeed, and a need to produce quality work.  Please find the enclosed copy of my resume.  I would greatly appreciate your kind consideration for an interview. If I am not contactable on my mobile phone: 8399 2077, please send me a notice via the email address: [serene\_h87@yahoo.com.sg](mailto:serene_h87@yahoo.com.sg).  Please do kindly consider in interviewing me as I'm looking forward to hearing from you soon.  Your kind consideration is much appreciated. Thank you.  Yours Sincerely,  Serene Huang Li Jing |
| **Job Preferences** |
| Current Monthly Salary : S$ 3500  Expected Monthly Salary : S$ 3800  Date of availability : 1 week |
| **References** |
| Name : Connie Lim  Position : Senior Manager (Finance & HR)  Tel : 6705 2290 |