***Zhang Qi Zhi, Jaqueline***

**Contact Info**

**Address** : 221A Jurong East st 21 # 05-883 (S) 601221

**Mobile** : +65-92721525

**Email** : [marline1402@yahoo.com](mailto:marline1402@yahoo.com)

**Personal Particulars**

**Date of Birth** : 14 Oct 1978

**Nationality**  : Singapore Citizen

**Race** : Chinese

**Gender** : Female

**Marital Status** : Married

**No of Children** : 2

**Educational Background**

**Highest Education**

**Level** : Bachelor’s Degree in Accounting (1999-2004)

**Major** : Banking Auditing

**Institute** : TARUMANAGARA UNIVERSITY - Indonesia

**Employment History**

1. **Company Name** : Mitra Bahtera Segarasejati Pte Ltd.

**Position Title** : Accountant

**Date Joined** : March 2013 – present

**Work Description** :

* Prepare & Review Debit Note, Tax Invoice, Payment Voucher
* Issue purchase order, and arrange delivery goods to parent company.
* Checking & Posting All data entry to Accounting Software (MYOB&SAP)
* Update & Monitoring Cash book
* Prepare bank reconciliation, Journal.
* Prepare Audit Schedule
* Prepare and Analyzing Management Reports (Balance Sheet, Profit And Loss)
* Prepare Financial Statement
* Prepare XBRL for ACRA Filling.
* Liaise with external auditor, bank, tax agent and parent company.

2. **Company Name** : Zhao Yang Geotechnic Pte Ltd.

**Position Title** : Senior Accounts Supervisor

**Date Joined** : June 2008 – February 2013

**Work Description** :

* Handling full set of accounts(AR,AP,GL)
* Prepare Tax Invoice
* Checking and Posting all data entry to Accounting Software (Oracle)
* In-charge in petty cash reimbursement
* Reviewing payment voucher.
* Update & Monitoring Cash Flow and cash flow forecast
* Bank reconciliation bi weekly
* Prepare audit schedules
* Quarterly GST Submission
* In-charge of Stock Take
* Prepare and Analyzing Management Reports(Balance Sheet, Profit & Loss, Project Costing)
* Knowledge in Oracle System

3. **Company Name** : HSBC

**Date Joined** : August 2005 **–** May 2008

**Position Title** : Teller

**Work Description** :

* To process banking transactions daily both in local and foreign currencies.
* To process transactions skillfully, promptly and efficiently transfer, cheques deposits and travel cheques, credit card payment and cash advance, Telegraphic Transfer, Time deposit, receiving clearing cheque.

**Language**

- Bahasa Indonesia - English

- Chinese (Mandarin) & Cantonese - Hokkian