**CHUA YI HONG (MISS)**

693 Jurong West Central 1 #05-87 Singapore 640693  
(Home) 62006564 (Mobile) 91735447 (Email) jinachua@gmail.com

**Education and Qualification**

2009-2011 **University of London (UOL), Singapore Institute of Management**

Bachelor of Science in Accounting and Finance (Second Lower Class Honours)

First class honours in financial reporting, banking and finance

Second upper class honours in financial management

Second lower class honours in Auditing and Assurance

2006-2009 **Ngee Ann Polytechnic**

Diploma in Accountancy

2002-2005 **Chua Chu Kang Secondary School**

GCE “O” Level

**Work Experience**

May 14 – Feb 17 **TechnipFMC Singapore (Formerly known as FMC Technologies Singapore Pte. Ltd.)**

Accountant

* Perform month-end closing and reporting roles such as sales and gross margin reports, analysis reports
* Assist in preparing monthly forecast and yearly budget
* Prepare monthly tax provision and yearly Corporate tax computation for tax filing purpose
* Prepare and file monthly GST return, including imports and exports
* Perform Transfer pricing compliance check and make necessary adjustment
* Prepare SOX narratives for all cycles, such as order to cash, procure to pay, Fixed Assets, General Accounting, Taxes, Employee Compensation and Inventories
* Perform and supervise on SOX testing for all cycles

Dec 11 – Mar 14 **Foo Kon Tan LLP (Formerly known as Foo Kon Tan Grant Thornton LLP)**

Audit Senior

 Review client accounting and operating procedures and systems of internal control

 Provide recommendations for improved controls and enhanced business efficiency

 Perform comprehensive variance analysis and determine root-cause for each significant variance

 Establish good working relationship with client and work closely with the audit team and client to identify and resolve potential and existing issues

 Manage and supervise engagement teams

Jul 11 – Nov 11 **Building and Construction Authority**

Temporary Assistant Finance Officer

 Make payments to respective vendors and staff

 Assist in preparation and compilation of budget

 Provide general administrative duties

June 10 – Aug 11 **American International Assurance (AIA)**

Financial Service Consultant

 Management of client relationship

 Analyse client’s portfolio and their needs

 Provide professional financial advice to client

 Develop and implement financial plans and solutions for clients

Sep 08 - July 09 **Government of Singapore Investment Corporation Pte Ltd**

Accounts Assistant

 Record supplier invoices into the system – Payables ledger

 Record asset movements

 Provide general administrative duties

**Awards and Achievements**

Feb 10

 Awarded Certificate in Module 5 Rules and Regulation for Financial Advisory Services,

 Awarded Certificate in Module 9 Life Insurance and Investment-Linked Policies

 Awarded Certificate in Health Insurance

 Awarded Certificate in General Insurance and Basic Competency Examination

**Co-curricular Activities**

2006-2009 **Ngee Ann Polytechnic**

 Participated in NAPFA Test and achieved Gold (2008)

 Freshmen Orientation Camp- participated as Student Buddy and Student Coordinator (2007, 2008)

 National Accounting Quiz- participated as an Invigilator and Usher (2008)

 Hearing Impaired Club – Learn basic sign language

 XBRL Seminar held in SGX – volunteered as a Student usher (2007)

2002-2005 **Chua Chu Kang Secondary School**

 Netball – represented school for zone level

**Skills**

IT Skills Microsoft Office

Able to handle accounting software such as SAP, ACCPAC, ORACLE

Language Skills Fluent in English and Chinese, both written and spoken