## Resume



Name : Evelyn Tham Su Yoke

Nationality : Malaysian (Singapore PR)

Date of birth : 6 Jan 1988

NRIC : S8855577E

Age : 29

Gender : Female

Marital Status : Married

Address : Blk 308B, Anchorvale Road #04-80

Singapore 542308.

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**Skills**

* Adequate knowledge for computer skills
* Organized, Self-Starter and detail oriented

**Computer Literacy**

* MS Word
* MS Excel (VLookup, Pivot Table, Marcos, Hyperlink and etc)
* MS Point

Accounting Software

* UBS Accounting Software
* Athena
* Peachtree
* Oracle
* Hyperior
* Quickbook Premier
* SAGE 50
* Deskera
* MYOB

**Education**

* 2001 -2005 - S.M.K.T.T.A (SPM)
* 2007-2009 – ACCA - Certified Accounting Technician (CAT)
* Present – University of Bedfordshire-Bachelor of Arts (Honours) Accounting (Expected complete by Jun 2017)

**Current Salary: S$3,570**

**Expected Salary: S$4,000**

**Reason Leaving:** Looking for job advancement and better working experience.

**Working Experience**

**Tembusu Partners Pte Ltd (Investment Company)**

June 2016 to present

Finance Executive

GL

* Handle 7 Entities full set account
* Responsible for intercompany billing and settlement
* Responsible for full set of account
* Ensure accurate and timely month end closing
* Prepare and analyse month end journal
* Reconcile and monitor item in General Ledger accounts
* Prepare Quarterly GST submission.
* Create and maintain fixed asset and reconciliation
* To assist Finance manager in the preparation of monthly and quarterly report and slides for reporting purpose.
* Maintenance investment schedule , distribution schedule and etc
* Prepare capital account statement to investor quarterly
* To assist in prepare yearly budget
* To maintain proper filling systems
* Liase with internal/external auditor and tax agents
* Liase with fund administrator

AR

* Overseeing the credit control, and reconciliation
* Issue invoice timely.
* Maintenance excel AR Aging
* Prepare investment return schedule

AP

* Manage petty cash
* Prepare payment instruction to the bank
* Follow up on outstanding bills and arrange payments.
* Prepare expenses payment via cheque or bank transfer.
* Updates weekly cash forecast

**Just Lamp Pte Ltd (Trading Company- UK Based)**

Nov 2014 to Dec 2015

Senior Accounts Executive

AR

* Ensure proper & timely billing for Customers and Inter-Companies
* Issuance of Credit notes to customer and Inter-company (where applicable)
* Manages credit control and collection, following up with customers on payment and dispute resolution.
* Ensure timely and regular payments from customers
* Assist in preparation of statement of accounts.
* Credit evaluation on new and existing customers.
* Assume the responsibility of receiving and sorting incoming payments.
* Ensure all invoices and receipts are posted to books timely on day-to-day basis.

AP

* Checking and matching of invoices with supporting documents (including freight invoices)
* Monthly trade creditors’ reconciliation of statement.
* Checking and reimbursing petty cash claims.
* Perform bank reconciliation.
* Follow up on outstanding bills and arrange payments.
* Prepare payment by Cheque or Bank Transfer.
* Prepare monthly GST submission.

GL

* Process intercompany billings and compile supporting documents for intercompany billings
* Prepare Monthly intercompany reconciliation in difference currency.
* Preparation of monthly Fixed assets, Prepayment, Accrual and other balance sheet item schedules.
* Prepare journal entries and adjustments.

Other

* Prepare Malaysia staff salary, commission and CPF.
* Assist in Singapore staff’s payroll.

**WPG SOUTH ASIA GROUP (Electronics Distributor-Taiwan MNC)**

Jun 2012 to Jun 2014

Accounts Officer

Treasury

* Prepare daily TT payment transaction.
* Budgeting , forecasting &controlling cash flow
* Conduct daily treasury operations and transactions in an accurate and timely manner.
* Key in daily treasury transaction to system
* Support monthly closing.
* Prepare monthly bank reconciliation.
* Developing banking relationship and managing usage of banking facilities
* Prepare document to bank for trade financing, settlement, foreign Exchange & Non Deliverable Forwards
* Negotiate rates with banks to ensure charges are competitive.
* To update bank mandates for difference subsidiary’s bank accounts
* Preparation agreement for internal company loan
* Preparation report for exchange gain & loss, derivative, bank facilities by daily, weekly and monthly basis.
* Monitor internal company loan & repayment.

AR

* Key in receipt to system
* Billing debit note for intercompany transaction

AP

* Checking and matching of invoices with supporting documents (including freight invoices)
* Prepare monthly GST reporting.
* preparation of inter-companies payments, review AP aging, prepare payment voucher & cheque
* Prepare forecasting for AP payment
* Expenses reimbursement to staff

GL

* Compile and analyze financial information to prepare financial statements (USD) including monthly and annual account.
* Prepare monthly financial statements with variance analyses.
* Prepare monthly inventory & AR report to head office.
* Responsible for GST and statistical submissions
* Prepare journal entries and adjustments
* Prepare monthly audit schedules
* Prepare Monthly intercompany reconciliation
* Financial audit preparation and coordinate the audit process
* Prepare audit draft report for yearly audit.
* Prepare full set of subsidiary company in their local currency (India, Malaysia,Thailand)

**FORTUNE TRAVEL PTE LTD**

May 2011 to May 2012

Accounts Executive

**AR**

* Responsible to issuing of credit notes.
* Provide monthly sales reports to customer and management.
* Assist to fill in reissue tickets form for weekly refunds’ submission.
* Review and ensure the accuracy of amount, tax rate and description on BSP cost report with system.
* Handle customers’ enquiries and processing of documentations.
* Collections on overdue customer accounts and follow up with customer frequently.
* Perform bank reconciliation.
* Calculation of monthly Freelancers’ commission
* Checking credit card reporting for all ticketing booking.

**LIM CHONG WEE & CO (Malaysia)**

**Chartered Accountants (AF1027)**

June 2008 to Feb 2011

Senior Audit & Account Assistant

Auditing

* Assist in planning and execution of audit plan.
* Verifies the accuracy of information contained in accounting records, existence of assets and liabilities in reports
* Prepares financial statements and reports for management, shareholders and statutory bodies.
* Responsible to conduct outlets' stock count and ensure stock count is accurate.
* Prepares various letter for audit purpose.
* Prepares draft company Tax Computation..
* To deliver quality audit reports.

Accounting

* Accounting data key in and prepare full set account.
* Preparation of payment voucher and receiving voucher.
* Structure all relevant accounting documents into a proper filling condition.
* Review accounts submitted from client for auditing.