|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | **CHUA DE MING** | | Blk 943 Jurong West St 91 #08-537, S640943 | Mobile: +6581132781 | [demingchua@gmail.com](mailto:demingchua@gmail.com)  Current Salary Package: S$2,800/month  Expected Salary Package: S$3,300/month + 13th Month | |  | | |
| **INTERNSHIP/WORK EXPERIENCE** | | |
| |  |  | | --- | --- | | **Aspri Group Pte. Ltd.**  **Accounts Executive/ Corporate Secretarial Associate (Full-Time)** | **Jan 2016 - Present** | | * Prepared clients’ company accounts, trial balance, P&L and journal entries independently * Communicate with clients to resolve discrepancies in the bank statements and company accounts * Generating financial statements for annual filing and audit purposes * Assisted in computation of company tax and submitting Form C * Provide consultancy advices to clients for application and renewal of Work Passes | | | **Absolute Kinetics Consultancy Pte. Ltd.** Accounts Assistant (Internship) | **May - Aug 2014** |  |  | | --- | | * Exhibited analytical skills through the preparation of a business report for the Company’s participation in the Entrepreneur of the Year Award organized by Ernst & Young (EY) * Handled up to 16,000 of the Company’s clients and assisted in the collection of Accounts Receivables | | | |
| **PROFESSIONAL CERTIFICATION** | | |
| **ICSA International Qualifying Scheme (SAICSA)**  Currently pursuing the course | **Jul 2016 - Present** | |
| **EDUCATION** | | |
| |  |  | | --- | --- | | **Nanyang Business School, Nanyang Technological University** Bachelor of Business (Banking & Finance)  Second Class Lower Honours  Overseas Exchange Programme: Yonsei University (South Korea) | **Aug 2012 – Aug 2015**  **Aug – Dec 2014** | | | |
| |  | | --- | |  | | | |
| **CO-CURRICULAR ACTIVITIES** | | |
| |  |  | | --- | --- | | **Soul Funky Pop & Lock Club** Member | **Aug 2012 - Jun 2015** |  |  | | --- | | * Performed during Joint Dance Concert 2013,2014, 2015 and Freshman Welcome Ceremony 2013 where strong team spirit was forged * Gained leadership skills during the Soul Funky Freshman Orientation Camp 2013 as a Senior Attached by being a part of the organizing committee | | | |
| |  |  | | --- | --- | | **River Valley Scouts** Quartermaster | **Jan 2006 - Jan 2007** |  |  | | --- | | * Exhibited organizational skills through coordinating the CCA’s logistics affairs * Organized campfires and participated in numerous community service activities | | | |
| **ACHIEVEMENTS AND AWARDS** | | |
| |  |  | | --- | --- | | **Big Heart Awards** | **2004 - 2007** |  |  | | --- | | * Received this award as a recognition of my enthusiasm in giving back to the society by clocking in numerous hours in community services | | | |
| |  |  | | --- | --- | | **National Pioneering Competition (Gold)** | **2007** |  |  | | --- | | * Displayed great teamwork and time management as we train as a team tirelessly while managing heavy workload and still manage to produce result | | | |
| **SKILLS/COMPETENCIES AND INTERESTS** | | |
| |  |  |  | | --- | --- | --- | | **IT Skills** | : | Proficient in usage of MYOB, Microsoft Dynamic NAV, Microsoft Office | | **Language Proficiency** | : | Mandarin, English, Korean | | **Interests** | : | Basketball, Dancing and Teaching | | | |