Ian Philip

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# **Objective:**

To obtain a position at the organization that I am selected for to contribute my skills as a Management Accountant to help maintain the integrity of the accounts and to grow as a well-rounded finance professional.

# **Education:**

## [2015]

**ACCA Affiliate** - London School of Business and Finance - Completed Professional Level - Majored in Professional Ethics, Corporate Reporting, Advanced Financial Management, Advanced Performance Management and Business Analysis

## [2010]

**Bachelor of Science (2nd Lower Class Honours) in Accounting and Finance** - Singapore Institute of Management in conjunction with University Of London - Majored in Management Accounting, Financial Reporting, Financial Management and Auditing

## [2006]

**Diploma in Accounting and Finance** - Temasek Polytechnic - Majored in Financial Accounting, Cost Management Accounting, Corporate Auditing and Principles of Taxation

**Skills:**

**Accounting Skills** – Experience in Accounts Payable, Accounts Receivable and General Ledger

**Computer Skills** - Computer literate and proficient in software such as Microsoft AX, Microsoft Office, Microsoft Navision, ACCPAC and MYOB

**Communication Skills** – A good team player with an open mind who is willing to find creative solutions to problems

Highly motivated person who is hungry for knowledge, able to work independently, takes the initiative to do the assigned tasks to the best of his ability and is ready for new challenges

# **Experience:**

## [2011 to 2014]

### **Accounts Executive at Aedas Pte Ltd**

Handled petty cash, cash card payments, review of staff claims, payment to suppliers, statement of account reconciliations, preparation of invoices to customers, monthly revaluations, bank reconciliations, preparation of standard journals, quarterly GST submissions and audit confirmations.

## [2009]

### **Intern at Global Corporate Advisory**

Did external audits, prepared financial statements and tax computations for clients

## [2005]

### **Intern at DBS Bank**

Settled risk management issues such as foreign exchange and security risks and helped in drafting business continuity plans for the company in the case of emergencies

# **Awards and Acknowledgments:**

## [2008]

Awarded Outstanding Serviceman of the month while serving my National Service

[2005]

Received a Pass with Commendation for my internship with DBS

[2004]

Was on the Directors Honours List in my first year of Polytechnic