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| Particulars | Name : Yap Mei Chen  Address : : 766 Bedok Reservoir View  : #06-243 Singapore 470766  DOB : 21 Aug 1980  Age : 37  NRIC No : S8025418J  Nationality : Singaporean  Race : Chinese  Marital Status : Married  Tel (HP) : 9336 6072 (Preferred)  Email : yapster\_jen@yahoo.com |
| Skills | Software Knowledge : Microsoft Words and Excel  Proficient Languages : Written and spoken English and Mandarin Chinese dialect – Hokkien  Accounting Software Knowledge : YARDI, ACCPAC  Payroll Software Knowledge : ProSoft (Professional Software)  PayAdmin (in-house Software)  e-Payroll (in-house Software) |
| Experience | **Accounts Executive,** **Ascendas Land (S) Pte Ltd**  Jan 2009 – Sep 2015   * Handle Account Receivables and Account Payable for AREIT accounts * Accounts receivable (AR) related works including billings, debit/credit notes, receipting; GIRO processing, collection, arrears management, AR aging analysis * Accounts payable (AP) related works including reviewing payments, preparing GIRO payments to suppliers, AP aging analysis * Other duties include preparation of audit schedules, bank reconciliation, variance analysis, accruals, preparation of monthly accounts reconciliations, Intercompany reconciliation, liaising with Internal/External Auditors * Involvement in the shared services process, system upgrading and enhancement   **Accounts Executive,** **LTA & Company (SEA) Pte Ltd**  Jan 2008 – Dec 2008   * Handle Partial set Accounts: Account Receivables and Payable * Prepare GST returns * Cash Book and Bank Reconciliation * Intercompany Invoicing and Reconciliation * Preparation of Management and Statutory Financial Statement * Update and safe custody of petty cash * Maintain Account Schedules – Fixed Assets, Accrual, Prepayments |
|  | **Senior Payroll Executive**, **I-Admin (S) Pte Ltd**  Jul 2006 – Dec 2007   * Payroll Processing * Leave System Management * Tax Processing (IR8A, IR21, CPF related matters) * Client Management * Co-ordination for Regional Support Offices |
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|  | **Bank Operation Clerk, HSBC Singapore**  Nov 1997 – Apr 2006   * Customer Service Duties * Maintain Customers’ Profiles in system * Cheque Clearing Processing * Remittance Services Processing * Process Documentation and Job Reviews * Job Statistic Compilation   Provide Basic Admin support to Bank Officers and Managers |
| Education | 2016 - ACCA Advanced Diploma in Accounting and Business  2003 - CAT (Certified Accounting Technicians) Certification  1996 - GCE ‘O’ Level (6 credits)  1992 - P.S.L.E Singapore |
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| Others | Availability : Immediate  Current Drawn Salary : SGD3,230  Expected Salary : SGD3,700 |