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| **KOH CHEE JIN** | | |
| **Mobile: 9782 3149** |  | **E-mail: kohcj\_91@hotmail.com** |

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| **EDUCATION** |  |
| **National University of Singapore** | **Aug 13 to Dec 16** |
| * Bachelor of Arts (Economics) | |
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| **Singapore Polytechnic** | **2008 to 2011** |
| * Diploma In Accountancy * Cumulative GPA of 3.724 * Director’s Roll 2010/2011 Semester 1 | |
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| **Orchid Park Secondary School** | **2004 to 2007** |
| * L1R4: 8 L1R5: 11 * Distinction in Principle of Accounts, Elementary Mathematics,  Science (Physics/Chemistry) and Design and Technology | |
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| **WORK EXPERIENCE** |  |
| **Bawah Investments Pte Ltd – Finance Executive** | **Jul 16 to Present** |
| * Maintain ledger including account maintenance and journal entry processing * Perform bank and intercompany reconciliation * Consolidated list of assets purchased since inception to facilitate physical count * Verify documents submitted for reimbursement claims are reasonable and accurate * Liaise with external tax consultant to ensure compliance with Indonesia tax law * Manage and timely process an approximate of 130 payments ($700,000) per month | |
| **Bawah Investments Pte Ltd - Temporary Accounts Assistant** | **Mar 16 to Apr 16** |
| * Posted journal entries using SunSystems * Maintained Fixed Asset Schedule which includes depreciation, addition and disposal of assets * Prepared year-end closing of books and performed accounting corrections to ensure accurate records * Performed bank and intercompany reconciliation * Prepared end of year financial statement – Profit and Loss Statement and Balance Sheet | |
| **Finance Admin Assistant (National Service)** | **Feb 12 to Aug 13** |
| * Assisted Unit Resource Officer to maintain and monitor expenditure budget * Reviewed all documents submitted with Purchase Requisition Form and raised Purchase Order within 3 days to ensure unit’s operational efficiency * Ensured all documents submitted are in compliance with SAF’s finance directives * Reconciled invoices with purchase order and resolved all discrepancies * Verified and processed reimbursement claims for Payer * Organised and maintained files for audit | |
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| **Inland Revenue Authority of Singapore (Internship) – Tax Assistant** | **Mar 10 to Apr 10** |
| * Assisted taxpayers in computation of tax and effectively reduce their tax payable using reliefs and rebates * Explained tax rules to taxpayers to ensure compliance * Guided taxpayers (sole-proprietor) the steps to derive taxable profit from their business accounts * Attained an “A” grade for work performance | |
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| **SKILLS AND ABILITIES** |  |
| **Language** |  |
| * Proficient in English and Mandarin (written and spoken) | |
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| **IT Skills** |  |
| * Proficient in Microsoft Word, Excel and Powerpoint * Knowledge of SunSystems | |
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| **Interpersonal Skills** |  |
| * Able to communicate well with peers | |
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| **PROFESSIONAL CERTIFICATIONS** |  |
| * Awarded MCAS Business Certification (Microsoft Excel) in 2009 * M5 – Rules and Regulation For Financial Advisory Services * M9 – Life Insurance and Investment-Linked Policies * M9A – Life Insurance and Investment-Linked Policies II * Passed Level I of the CFA examination in 2016 | |