**Summary**

Date of Birth : 01/08/1991

Nationality : Indonesian

Race : Chinese

NRIC (Singapore PR) : S9175611J

Detail oriented, efficient, and self-driven Accounting and Finance Professional with extensive passion, knowledge in shared accounting and finance management. Hardworking in nature with good communication and management skills to fulfill the requirements. My good management skill was developed from 2 years of working experience in regional and global MNCs and banking sectors. Seeking a challenging career with progressive organisation that provides an opportunity to capitalize my financial skills and abilities in achieving greater practical excellence and effectively contribute towards the goal and growth of the organization.

**Core Competencies**

* + **Accounting & Finance Knowledge.** Possess comprehensive knowledge on accounting practices and procedures. Gained extensive training and knowledge in financial accounting, auditing, and external accounting; acquired increase knowledge in SAP Finance and Accounting Software and Ms Excel.
  + **Problem Solving Skills**. Accurate, strong analytical and problem-solving skills with extraordinary attention to detail, willingness to go above and beyond job description. Demonstrated by ability to provide innovative solutions to issues, cases and problem without sacrificing value, and efficiency in a timely manner.
  + **Excellent Customer Service**. Highly personable and efficient events organiser with strong customer service orientation and delivery focus and an active commitment to continuous improvement and quality standards.
  + **Flexibility and Multi-Tasking Skills**. Fast learner Professional with proven ability to adapt to new technologies, applications, procedures and standards, and work environment with superb time management and organizational skills to meet tight deadlines.
  + **Team Work**. Demonstrated ability in working in teams, flexible and adaptable with a natural flair for establishing rapport with diverse people and groups; thrive in producing high quality output/services and achieve target revenues, goals and vision in team.
  + **Multilingual**. Fluent English, Mandarin Chinese and Bahasa.

**Professional Qualifications**

* + Bachelor of Commerce in Professional Accounting, Macquarie University, Sydney, Australia

*Completed June, 2014*

**Coursework** : Corporate Accounting and Reporting, Corporation Law, Business Law, Financial Accounting, Management Accounting, Taxation Law, Marketing, Assurance and Auditing, Information System for Management, Accounting Systems Design and Development.

**Achievement** : Macquarie University International Student Merit Scholarship July 2012.

**Skills :** Ms Office (Excel, Office, Power Point) and SAP.

* + Australian Degree Transfer Programme Year 1 , INTI International University, Malaysia 2011 - 2012
  + Whitley Secondary School, GCE ‘O’ Level Certificate, Singapore 2005 - 2009

**Professional Experience**

* + With comprehensive background in accounting, taxation, auditing and customer service functions.
  + Served as an Intern in BDO Tanubrata Public Accountant wherein my knowledge and lessons learned school was greatly applied and at the same time learned new ideas and strategies in accounting and auditing.
  + Gained extensive training and knowledge in financial accounting, statutory accounting, and external accounting; acquired increase knowledge in Finance and Accounting Software (SAP) in Siemens Pte Ltd, Singapore.
  + Handled various accounting activities and have comprehensive knowledge on accounting practices and procedures.
  + Settled meeting with the clients and conducted inventory audit; and compiled clients’ business activity receipts and bills on Excel; Assist in preparing financial reports; Vouched customer documents; Data entry; Conducted test of controls and test of pricing; Maintained time sheets .
  + Assisted and trained in handling work related to monthly billing and sales report, accounts payable and receivable, generated P&L reports, order invoices, client sales and invoices, post and checked ledger balance, journals and various account transactions.

**Career Overview**

**Financial Analyst** July 2016 – Present

**DBS Bank, Singapore**

* Contracts and Procurements processing and management. Manage vendor’s SOWs (Review and sent for contracts lodgement and follow up until purchase order has been issued)
* Invoice processing and management (Verify invoices with respective project managers and proceed with payment to the correct GL and PC code)
* Accruals reporting and other adhoc reporting (Providing information on the invoices that will be paid on the current month after cut-off date and those that did not meet the cut off will be recorded as accruals)
* Financial reporting and forecast management (Provide aging invoices report to all platforms so that they can be aware of their outstanding amounts)
* Cost Analysis and Reconciliation.

**Closing and Reporting Specialist** August 2014 – October 2015

**Siemens Pte Ltd, Singapore**

* Handle month end closing and financial reporting of Siemens APAC companies.
* Performed various reconciliations requested by the customer & auditors.
* Deliver standard weekly, monthly and quarterly reports to business units and finance hub.
* Manage and resolve application related queries from users (including investigation, follow-up, and issue resolution for customers' queries).
* Optimize customer services by identifying and tracking customer needs and satisfactions.
* Supporting internal control system such as Statement of Audit by checking proper documentations produced.
* Supports on implementation based on change request & support annual re-organization.

**Accounting Intern (Audit)** December 2012 – February 2013

**BDO Tanubrata, Jakarta, Indonesia**

* Maintained Customer ledgers.
* Prepared financial reports.
* Conducted inventory audits.
* Maintained time sheets
* Prepared payroll and pay check
* Vouched customer documents
* Data Entry
* Conducted test of controls and test of pricing.

**Christmas Casual Brand Ambassador ( Part Time)** October 2012 – December2013

**Swarovski International, Chatswood Boutique, Sydney**

* Achieving daily target sales
* Doing stock count
* Training new employees
* Providing excellent customer service
* Achieving target by up selling and cross selling

**Professional Referees**

Available Upon Request