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|  | CURRICULUM VITAE |
| Description: JEREMIE!:Users:JeremieQuek:Desktop:10609179_10152666870976337_587644705_n.jpg | **Quek Zhaorui Jeremie**  Mobile : +65-9830 0406  Address : Block 20, Bedok South Road  #03-33  Singapore 460020  E-mail : jeremiequek89@gmail.com  D.O.B : 12 December 1989  Nationality : Singaporean |
|  | **OBJECTIVES**  Being a versatile individual in tackling different challenges and upholding the confidentiality of information that have been entrusted onto me.  **SUMMARY**  A meticulous and believer in accuracy. Committed and adaptable team player. Confident in handling private and confidential information.  **ACADEMICS**  **University of Newcastle Australia**  **August 2012 – August 2014**  Graduated with a Bachelor of Commerce (Accountancy)  Specialized in Accountancy with related modules in Management Accounting, Financial Accounting, Company Accounting, Auditing and Assurance and Taxation  **Ngee Ann Polytechnic**  **April 2007 - May 2010**  Graduated with a Diploma in Banking and Financial Services  **St. Andrew’s Secondary School**  **January 2002 - December 2006**  Graduated with a GCE O-Level (4 A’s)  **PROFESSIONAL CERTIFICATES**  **CPA Australia**  Professional Programme (Currently pursuing)  **Singapore CA Programme**  Foundation Programme (Attained in 2016)  **LCCI International Qualifications**  LCCI Level 1 in Book-keeping (Pass with Distinction)  **CAREER HIGHLIGHTS**  **HongKong Shanghai Banking Corporation Private Wealth Solutions**  **December 2016 - Current  Trust Relationship Officer**   * Focus mainly on estate trust * Review of portfolio structures * Review audit and tax requirements   **Nexia TS Public Accounting Corporation**  **August 2015 - December 2016**  **Audit Associate**   * Assisted in 3 listed companies * Mainly focusing on oil & offshore, and construction industries * Clientele includes: - Aban Holding Pte. Ltd.  - Mencast Holdings Ltd.   - Or Kim Peow (OKP) Holdings Ltd. (SCA 2016; Best Annual Report: Gold)  **BSL Public Accounting Corporation**  **February 2015 – July 2015**  **Audit Associate**   * Assist in 5 full audits * Covering components that consists mainly of payroll, revenue & depreciation * Clientele includes:   - Crabtree & Evelyn (S) Pte. Ltd.  **Marble Slab Creamery**  **June 2012 – January 2014**  **Scooper/Trainer**   * Tally opening and closing accounts, matching cash and credit sales * Updating petty cash movements * Weekly stock-taking and preparation of orders outstanding * New crew orientation and training   **National Service**  **June 2010 – June 2012**  **Signaler**   * Basic Military Training (June – September 2010) * Stagmont Camp (October – November 2010) * 1st Guards Camp (December 2010 – June 2012) * Completed the Signal Operator (INFOCOMM 2) course   **ESN Asia Management**  **2007-2010, 2014**  **Event Facilitator**   * Event-based working schedule * Handling school events, No-Smoking campaign, Healthy-Living campaign * Setting up and maintaining the booth * Interaction with kids to ensure an enriching experience   **Great Eastern Life**  **25th August 2008 – 10th October 2008**  **Agent’s Executive**   * Industrial Training Programme (ITP) under Ngee Ann Polytechnic * Data updating of existing and new clients’ profile * Liaison with clients on policy-related and post-contact relations * Timely settlement of customers’ policy payments   **IT SKILLS**   * + - * MS Word       * MS Excel       * MS Powerpoint       * MS Outlook       * CaseWare       * Navision System   **LANGUAGE PROFICIENCY**   * Proficient in English and Mandarin (Written & Spoken)   **HONOURS & AWARDS**   * Business Facilitator for Ngee Ann Polytechnic Banking and Financial Services Camp (2009)   **HOBBIES**   * Tennis, Swimming, Long-Distance Running   **REFERENCES**  Mr. Goh Sher Wee University of Newcastle Australia| FCA Singapore E-mail: [Sherwee.Goh@newcastle.edu.au](mailto:Sherwee.Goh@newcastle.edu.au) |