RESUME

ONG YAM LUAN

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# Objective

To widen my perspectives, and gain valuable knowledge by attaining experience from a growth-oriented organization.

# Skills

* Bilingual: Able to converse well in both English and Mandarin
* Microsoft Office: Proficient in Word, Excel and PowerPoint
* Accounting Software: Proficient in SAP, MYOB, Great Plains and Sage: ACCPAC
* Currently studying for ACCA Professional Papers

# Experience

## March 2017 – Current Full-time Accounts Executive with Harry's International Pte Ltd

* Data-entry for supplier invoices
* Reconcile with supplier's Statement of Account as at month end to prepare for payment
* Prepare payment of invoices via GIRO or cheque
* Liaise with suppliers and outlets to confirm invoice information
* Maintenance and improvement of good filing system for large volume invoices

## June 2016 – February 2017 Contract Accounts Executive with Wilmar Group

* Preparation of Expenses Summary Listing for two Wilmar Innovation Centres
* Preparation of monthly reports for Expenses such as Admin, Donations, Forex, Consultancy Fees and Project Expenses.
* Data entry for invoices and GST details for Standard Rated, Zero-Rated and Revenue items for GST Reporting
* Identifying payments on behalf of other companies and raising debit notes for rebilling.
* Liaise with Wilmar Innovation Centre labs for invoices and claims
* Liaise with China inter-companies for loans
* Preparation of Loan and Interest Repayment Letters in Mandarin for their tax purposes.
* Maintain filing of Withholding Tax Documents
* Issue monthly invoices for Interest Charge, Services Charges and other recurring invoices
* Entering of Payment and Receipt Vouchers and perform Bank clearing on SAP
* Monthly bank reconciliation
* Sending and checking of monthly interco confirmation for China companies and to Group Accounts Department for Singapore intercos
* Payment of invoices via GIRO
* Assist in implementation of GIRO payment by liaising with Vendors for bank details and contact information
* Maintenance of AFCE (Authorisation for Capital Expenditure) items, for statuses and expenses and reporting to Group Accounts monthly

## November 2015 – May 2016 Bank Executive A with Institutional Banking Group of DBS

* Handle corporate customer service issues including complaints, restructuring, re-pricing and waiver of fee requests
* Handle corporate customer service issues escalated from various channels like branches, Customer Centre and T&O departments etc
* Perform Customer Due Diligence for Account Opening Applications, Fully cash backed Trade/FX/BG applications
* Perform credit reviews on borrowing corporate customers and also manage corporate customers' expectation on line reduction/recall of facilities, this include the working out of acceptable repayment schedules
* Work with service partners to put in place standard operational procedures to service corporate customers more efficiently
* Follow up on documentation for change in account mandate and account opening
* Handle BG applications and facility pack documentation
* Cross sell bank's products and services

## June – October, 2015 Credit Analyst (Part-time) with Diners Club Singapore

* Review of credit applicant’s credit status
* Tabulation of applicant’s Annual Income
* Checking and verifying of applicant’s particulars
* Determine if applicant can have credit based on risk assessment

## June – August, 2014 Internship with Ecovis Assurance LLP

* Assist in performance of audit at client’s office
* Vouching of documents
* Assist in preparation of Auditor’s Report
* Use of audit software, ProSystem fx
* Communicate with client to better understand our client’s business to better perform the audit

## August 2013 – January 2014 Part-time retail assistant The Cocoa Trees (FNA Group)

* Assisting customers in need
* Prepared in-store packaging of goods
* Handled cashiering duties

## March – May, 2013 3-months contract Employment & Employability Institute (e2i)

* Handled Accounts Payables using Sage: ACCPAC
* Checked invoices for correct payment approving authorities
* Prepared payments through both cheque and Giro methods
* Filing of company’s archives

## February – March, 2012 Internship with Singapore Academy of Law

* Handled all accounts receivables
* Involved in improving the filing of company’s archives
* Prepared cheques for salaries and other payments
* Prepared invoices and official receipts

# Education

## January 2017 – Current ACCA – Professional Papers

* Lesson begins in January 2017.
* Have exemptions for all ACCA Foundation papers.

## September 2013 – May 2015 SIM – University of London International Programme

* Bachelors of Science ( Honours) – Degree in Accounting and Finance
  + Second Class Honours ( Lower Division)

## April 2010 – May 2013 Ngee Ann Polytechnic

* Diploma in Accountancy

### CCA Achievements

* Entered Management Committee of D3 Dance Club
* External Performance for Jones The Grocer
* Trainer at National Accounting Quiz

## January 2006 – December 2009 New Town Secondary School

* GCE’O’ LEVELS

### CCA Achievements

Modern dance

* Awarded Gold Medal at SYF Central Judging, 2009
* Represented School at SYF Central Judging 2007 to 2009
* Received Certificate of Commendation, 2009
* Performed in Public Performances staged by School, 2006 to 2007

Other Activities

* Came in First for Chinese Reading Competition, 2006
* Represented School at local competition – Cluster Contest to Design, Construct and Play Musical Instrument, 2007