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| |  | | --- | |  | | **Ng Kak Mun (Joane)** Finance Executive at IREIT Global Group Pte Ltd | |
| (+65) 90150579 | joane.spot0823@gmail.com | 28 years old | Singapore | | |
| Experience | : 6 years | |
| Education | : Sheffield Hallam University  Bach Degree, Finance/ Accountancy (2012) | |
| Permanent Residence | : Singapore | |
| Nationality  Period of Notice  Current Drawn  Expected Salary | : Malaysia  : 1 month  : $3,450.00  : $3,700.00 | |

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| **Experience** | | | | |
| Aug 2016 - Present | **Finance Executive** IREIT Global Group Pte Ltd, Singapore | | | |
|  | Accounting Systems Applied   a) Yardi Voyager   Work Description  1. To prepare necessary schedules of both 'manager' company and subsidiaries to outsourced accounting firm for monthly closings, followed by checking and review.  2. Yardi system mapping and create chart of account for each entity respectively.  3. Assist in Yardi system enhancements, modify and create new Account Trees which compatible and fit to company reporting format (audited PL and BS format, annual budget comparison, NPAT format, MAS form etc).  4. Prepare schedules for quarterly MAS reporting and MAS Annual Return submission.  5. Quarterly GST reporting.  6. Assist in outsourcing requirements to ensure compliance of MAS rules and regulations.  7. Annual budget and monthly cash flow forecast of the company, compare budget versus actual incurred amount.  8. Implement schedules to enhance and improve the internal control of the company, eg: Agreement Listings which recording the details of the service providers, Staffs Leave Excel Control Sheet on Calendar Basis, Flight Cost Payment Tracking Report etc.  9. Monthly staffs claims, travel claims, corporate debit card expenses report, issue payment with cheque, online transfer and instruction letter to bank.  10. To liaise with Auditors, Tax Agents and Secretarial Firm for draft audited report, audit confirmation letters, tax planning and computation, AGM issues and etc.  11. To liaise with IRAS for withholding tax payment, annual tax queries and issue(s).  12. To liaise with service providers for contract renewal, cost negotiation, quotations for new  service engagement etc.  13. Assist in board pack preparation.  14. Stationery order, refill pantry food and office cleaning items, courier service, flight ticket and hotel booking, restaurant reservation, basic IT support, staff insurance claims, catering order and any other ad-hoc assignments.  Reason of Leaving  I wish to have more focus on finance related work scopes for better career progression. | | | |
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| Oct 2012 – Jul 2016 (3 years 10 months) | **Senior Accounts Executive** World Class Global Pte Ltd, Singapore | | | |
|  | Accounting Systems Applied  a) Microsoft Dynamics Navision 2009 Classic b) Xero Accounting System  Work Description  1. Responsible for month end closings and journal entries for both local and overseas property development companies.  2. To prepare and update variety of schedules as followed for the transactions during the year:-   a) Inter-company reconciliation (debit notes & credit notes, necessary excel control sheets);  b) Loan rollover and term deposit report;  c) Quarterly and monthly GST schedules;  d) Forex table and monthly revaluation schedule;  e) Monthly bank reconciliation;  f) Project sales & construction progress claim report;  g) Monthly & quarterly audit schedules;  h) Daily cash book update;  i) Monthly project budget report & budgeted cash flow statement;  j) Sales commission control report.  3. To liaise with Bankers for variety of transactions (Banking Facilities, Fund Transfer, International Telegraphic Transfer, Loans Activation and Interest Rate, Banker Guarantee, Progress Claim Receipt, Fixed Deposit, Accounts Opening and Closing etc).  4. To liaise with Australia Accounting Firm for monthly activities and closings of group companies in Australia.  5. To liaise with Real Estate Agents for sales commission, sales of property, OTP, SnP etc.  6. To liaise with Lawyer for requests from buyers, late payment interests, discharged of documents and etc.  7. To review the monthly reports submitted by the Property Manager.  8. To liaise with Auditors, Tax Agents and Secretarial Firm for draft audited report, audit confirmation letters, tax planning and computation, AGM issues and etc.  9. To liaise with IRAS for annual tax queries and issues.  10. To prepare Tenancy Agreement and Letter of Offer for new tenants.  11. To prepare payment to local and foreign creditors, issuing cheques, remittances and petty cash claim.  12. To prepare XBRL for annual filing any other ad-hoc assignment.  Reason of Leaving  I am seeking for new challenges and opportunities for career advancement and self-development. | | | |
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| Aug 2011 - May 2012 (10 months ) | **Accounts Executive** Plan Corporate Services Pte Ltd, Singapore | | | |
|  | Accounting Systems Applied  a) MYOB Accounting System b) Realtimme Accounting System  Work Description  1. To prepare periodic full set of accounts for companies from different variety type of industries.   2. To prepare needed supporting schedules and statements (Fixed Assets Schedules, Investments Listings, Exchange Rate Schedule, Accrual Listings, Bank Reconciliation, Loan Interest Schedules etc) for the management accounts during the financial year.  3. To liaise with clients on the following issues:-   a) Completeness of accounting records provided for the financial year;  b) Unknown payments and receipts in the bank statements;  c) Management directions and decisions on the financial activities of the company;  d) Loan agreements and computation of monthly loan interest (provided it is an interest  bearing loan),  e) Provide necessary advices and accounting knowledge as per requested by the clients,  f) Propose and provide suggestions to the clients in improving the internal control and  bookkeeping of the company to enhance its accuracy, efficiency and effectiveness,  g) Clients’ approval and agreement on the completed management accounts and other  supporting schedules.  4. To liaise with Auditors and Tax Agents to ensure accounts and tax return filed on time and in order.  5. To compute and prepare quarterly GST (Goods and Sales Tax) schedule for GST registered companies.  6. To prepare billing invoice to the clients once the completed management accounts are approved.  Reason of Leaving  To complete my Degree study in Sheffield Hallam University (UK) from 8 June 2012 to 15 September 2012. | | | |
| Jan 2011 - Jun 2011 (6 months ) | **Accounts Executive** MUI Group, Malaysia | | | |
|  | Accounting System Applied  a) ACCPAC Accounting System  Work Description  1. To prepare monthly and quarterly full set of accounts for local and foreign companies;  2. To prepare monthly billing to customers, debtors aging, creditors aging, debit note, fund position and bank reconciliation.  3. To manage the quarterly report on International Investment Position (IIP) to Bank Negara Malaysia for foreign subsidiaries.  4. Handle the daily and monthly MISC expenses of the building including electricity bill, water bill, maintenance fee, license fee, insurance fee, income tax instalment and sewerage.  5. To liaise with bank on the banking facilities, prepare documentation for bank, ensure bank interest or principal are paid correctly and on time and all matters pertaining to the facilities are in order;  6. To prepare tax planning, compute provision for tax, draft audited accounts, liaise with Auditors and Tax Agents to ensure accounts and tax return filed on time and in order;  7. To calculate the foreign exchange rate for foreign transactions of the company, to carry out the related party transactions (RPT) and petty cash transactions;  8. To prepare consolidation account of the company, compute the budgeted cash flow statement;  9. Prepare payments to creditors, issuing cheques and petty cash transactions (staffs claims);  10. Other ad-hoc assignments i.e. prepare forecast and other responsibilities as assigned by manager.  Reason of Leaving  To pursue career opportunities in Singapore to accumulate sufficient funds to attain Degree in UK. | | | |
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| Feb 2009 - Apr 2009 (2 months ) | **Vacation Trainee** KPMG Malaysia | | | |
|  | Work Description  - Vouching, - Walkthrough Test, - Substantive Test, - Test of control on trade receivables, trade payables, sales, - Bank reconciliation and etc.  Reason of Leaving  It was a college practical training program which just lasted for 3 months. | | | |
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| Jun 2007 - Sep 2008 (1 year 3 months ) | **Part-time Tutor** NewLearn Tuition Centre, Malaysia | | | |
|  | Work Description  To provide tuition on language based subjects such as English, Mandarin, and Malay.  Reason of Leaving  The teaching hours were crashed with college's time table for my Year 1 of Advanced Diploma. | | | |
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| **Education** | | | | |
| 2012 | **Sheffield Hallam University** Bachelor's Degree in Finance/Accountancy/Banking | United Kingdom | | | |
|  | Major: | | BA (Hons) Degree in Accounting and Finance | |
|  | Grade: | | Grade B/2nd Class Upper | |
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| 2010 | **Tunku Abdul Rahman College (TARC)** Advanced/Higher/Graduate Diploma in Finance/Accountancy/Banking | Malaysia | | | |
|  | Major: | | Advanced Diploma in Business Studies (Accounting) | |
|  | CGPA: | | 3.292/4 | |
| **Skills** | | | | |
| Intermediate: | 1. MYOB Accounting System 2. Microsoft Office 2003 and 2007 3. Navision Accounting System 2009 Classic 4. Xero Accounting System 5. Microsoft Excel 2007 Expert | | | |
| Basic: | 1. Accpac Accounting System 2. Realtimme Accounting System 3. Yardi Voyager | | | |
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| **Languages** | | | | |
| *Proficiency level: 0 - Poor, 10 - Excellent* | | | | |
| Language | Spoken Written | | | |
| Chinese | 8 8 | | | |
| English | 7 8 | | | |
| Bahasa Malaysia | 6 6 | | | |
| **Additional Info** | | | | |
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| Preferred Work Location: | | Central area of Singapore is preferable, working or outstation in oversea is subjected to offers and opportunities provided. | | |
| Other Information:  **Awards:**   |  |  | | --- | --- | | 2008 | Tunku Abdul Rahman College Merit Scholarship for Advanced Diploma in Business Studies (Accounting) | | 2004 | The Highest Score in the Final Examination of Year 2004 in Economic of Sekolah Menengah Kebangsaan Pandan Jaya. | | The Highest Score in the Final Examination of Year 2004 in History of Sekolah Menengah Kebangsaan Pandan Jaya. | | 2002 | 2nd Runner Up in the Competition of Kawat Kaki | | 2001 | 2nd Runner Up in the Competition of Kawat Kaki | | | | | |
| **Co-curricular Involvements:**   |  |  | | --- | --- | | 2009 | Deloitte Tax Challenge | | Class representative - Advanced Diploma Year 2 | | 2008 | TARC - ACCA Workshop Organizing Committee | | Class representative - Advanced Diploma Year 1 | | 2007 | TARC - Participation in Talentime Night (TT Nite) | | 2005 | Pertandingan Kuiz Sejarah Dan Patriotisme Peringkat Hulu Langat | | Pertandingan Kuiz Ekonomi Asas Peringkat Hulu Langat | | Pertandingan Kuiz Prinsip Perakaunan Peringkat Hulu Langat | | Pertandingan Makan Beradap Peringkat Sekolah | | Treasurer – Form 5 in SMK Pandan Jaya | | AJK of Persatuan ST John | | SMK Pandan Jaya – Kem Bina Bahasa Cina | | 2004 | Treasurer – Form 4 in SMK Pandan Jaya | | AJK of Persatuan Bahasa Cina | | 2002 | AJK of Persatuan Pengakap | | 2001 | Participation in “Hari Perpaduan Pengakap Selangor” | | Participation in Larian Mesra Jaya | | | | | |
| **About Me** | | | | |
| Gender | : Female | | | |
| Address | : 241 Serangoon Avenue 3, #06-162, Singapore 550241 | | | |