**Yvonne Gan Li Ting**+65 91268120 | +65 67654873  
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**PROFILE** An independent and meticulous Accountancy and Finance major with good personal skills. Self-motivated personality, able to handle high pressure situations and adapt to fast pace environment. An aspiring team worker with great determination and prioritize in providing consistent quality work.

**EXPERIENCE**

**Kinetica Pte. Ltd.** (May 2016 – till present) Accounts executive (Full Sets)

* Preparation of financial statements to meet statutory requirements and in compliance with the FRS
* Book keeping for clients
* Preparation of corporate income tax computations, handling of payroll and filing of GST returns
* Liaise with auditors and tax agents, as and when required
* Analyse, assist and recommend financial implications in various operational issues for our clients
* Establish, develop and maintain good client relationship
* Participate in ad hoc projects

**West Point Hospital** (Nov 2014 – May 2016) Accounts executive, account payable

* Attend to vendors’ enquiry on the outstanding invoices and payment status
* Reconcile vendors statement, ensure that the amount owing to vendor tally to our record
* Ensure payment is based on completed purchase and on due date
* Key in all supplier invoices in the system and post to vendors on time
* Inter-company billing by raising all invoices to all the 8 nursing homes tenants visited by Mobile Doctor
* Update and pay petty cash periodically and provide sufficient documentation of each expenditure, as well as proof that funds were actually disbursed
* To tally the receipts from credit cards, NETS and daily cash collections to bank statements and bank Merchant Statement.
* Assist in credit control to recover unpaid money from corporate clients or individuals

**Safra (headquarter): Temp Contract** (Aug 2014-Oct 2014)

Finance assistant, Account payable department

* Using AX system to process tax invoices PO matching, ensuring the correct workflow to the appropriate business approver
* Sort and distribute post, timely and accurate processing of all invoices according to relevant deadlines
* General admin duties such as filing/archiving of all relevant documentation

**Marina Bay Sand Pte Ltd** (Nov 2013 - Feb 2014)   
Administrative assistant, Audit department

* Ensure documentation of daily revenue transactions up to date
* Managed, examine and cross-check of documents are accurate with the accounting records

**Servlink Pte Ltd** (Jul 2013 – Sep 2013)   
Project Manager assistant, IT department

* Liaised with clients and plan schedules for operation to maximize work efficiency
* Monitored and tracked the progression of key project to meet tight deadline

**Singapore Pools Pte Ltd (Call Centre)** (Jun 2012 – Aug 2013)

Customer Service Representative, Telebetting Directorate

* Receiving calls and handling customers’ accounts to ensure accurate bets places in the fast pace environment
* Managed and handle customer harsh comments and languages

**Central Provident Fund Board (Call Centre)** (July 2012 – Sep 2012)   
Customer Service Associate, Progress Package Department

* Conveyed information efficiently to customers using either English or Mandarin
* Satisfied numerous challenging customers’ enquiries and requests. Provided solutions to customers, preventing issues to be escalated

**Poh Tiong Choon Ptd Ltd** (Mar 2011 - Aug 2011)   
Customer service assistant, Customer Service Department

* Accomplished daily administrative tasks and prepare documentation for export in a time-constrained environment
* Actively engaged with operation to ensure smooth project workflow

**Lisen Logistics Pte Ltd** (July 2010 - Sept 2010)

Intern, Human Resource Department

* Verified calculation of employee salaries, assist in handling payroll
* Actively engaged with the upper management, work closely with the warehouse and operation

**EDUCATION**

**University of London (Singapore Institute of Management)** (Aug 2011- May 2014)

Bachelor of Accounting and Finance (Second lower division, Honours)

**Nanyang Polytechnic** (Apr 2008- Apr 2011)

Diploma in Business Management

**ACHIEVEMENTS**

Admitted in director list for 2009/2010 Year 2010

* Achieved “A” for internship
* Obtained “A2” in co-curricular activities Year 2008
* Awarded Silver award in Singapore Youth Festival Year 2005-2006
* Edusave Merit Bursary Year 2004-2006

**OTHER SKILLS**

* Completed Data Analysis with Excel course with Nanyang Polytechnic Professional Development Centre
* Experienced with Microsoft Office (Words, Powerpoint, Excel)

**DATE OF AVAILABILITY**

* One month notice