Si Hui Ni

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Handphone number : 9675 8703

Age : 28 years old

Marital status : Single

CAREER OBJECTIVE

Well-rounded accounting graduate with proven ability to excel in fast-paced environment and applied sufficiently from the learning and experiences from both technical and practical practices. Possess strong analytical and problem solving skill. Seek permanent career opportunities where my developed skills and experiences in accounting and finance can be utilized to bring the company to another peak of height and achieve self-fulfilment.

EDUCATION

July 2014 to Present Chartered Accountant, Singapore

September 2010 to May 2012 BSc in Accounting and Finance (2nd Upper Honours), University of London, SIM Global Education

April 2006 to May 2009 Diploma in Accounting and Finance, Temasek Polytechnic

WORK EXPERIENCE

*Senior Finance Executive*

*Mapletree Real Estate Advisors Pte Ltd*

*August 2012 to Present*

* Responsible for monthly financial reporting, ensure accuracy and timely reporting to various parties including management and external parties
* Reviewed accounting reports reported from China, Malaysia and Japan offices to ensure accuracy and consistency on accounting policy and group policy.
* Performed and highlighted variance analysis by comparing reported numbers on actual, budget and prior year for property performances in China, Malaysia and Japan
* Ran consolidations for private fund with fund size of approximately U$50m for investment of properties in Malaysia and China and 2 Japan private funds with fund size approximately JPY100b.
* Supported Group exercise such as the preparation of budget and forecast, and economic-valued-added (EVA) analysis
* Filing of corporate income tax and goods and services tax (GST)
* Responsible for annual statutory audit for consolidated financial statements and its subsidiaries
* Improved finance processes and workflows

*Purchasing Assistant*

*National Oilwell Varco*

*June 2011 to September 2011*

* Proven ability to work in dynamic environment in MNC, which is a worldwide leader in providing major mechanical components for land and offshore drilling rigs.
* Generated purchase order after it has been approved and invited tender for quotations to ensure the best quote in term of price and quality is obtained.
* Coordinated between suppliers and engineers to maximise the communication flow and shorten the lead time.
* Resolved and cleared piles of outstanding POs due to sudden resignation of previous purchasing assistant within the deadline set by the manager and significantly increased the production process back on track.
* Demonstrated multi-tasking and a willingness to help while taking over colleague’s responsibilities temporarily while they are on leave to make sure normal work routine is not disrupted.

*Accounts Executive*

*dB Acoustics Pte Ltd*

*September 2009 to April 2011*

* In charged of full set of accounts for 4 related companies under one management team doing a well diverse business in providing acoustics and sound proof as well as investment company.
* Liaised with various parties such as bank officers, government departments and auditors for accounting related issues.
* Prepared monthly and ad hoc financial statement for manager to review.
* Improved reporting on project performances by creating cost centres for each projects in the accounting system

*Account Assistant*

*Amasco Industries Pte Ltd*

*April 2009 to September 2009*

* Responsible for company accounts, day-to-day operations such as invoicing, preparing monthly and ad-hoc statements, filing of documents, payroll, petty cash etc.
* Liaised with suppliers, bank officers, government departments for accounting related issues such as delivery details, application of letter of credit and filing of statutory requirements respectively.
* Prepared monthly sales report and analysed the collection policy with salesperson and reported to director. Paid close attention to certain receivables and make sure they adhere to their assigned credit limit and make payment promptly.

*Trainee in Tax Services Department*

*Ernst and Young Solutions LLP*

*September 2008 to November 2008*

* Performed tax computations with supporting schedules and form C
* Prepared letter to client as to clarify points encountered during the preparation of tax computation.
* Aided in amending of tax computation, Form C and letter to client for tax managers to speed up the process of tax computing to ensure IRAS tax deadline is adhered.
* Facilitated tax seniors and managers by maintaining filing, database and system record as well as photocopying of documents.

*Part-time Customer Service Representative*

*POSB White Sands*

*October 2007 to October 2008*

* Assisted customer especially elderly and less educated to familiar themselves with the use of Automated Teller Machines (ATMs) and quick cheque deposits (QCD).
* Provided personalised banking experience by enquiring customer on the queue for their banking needs.
* Shorten the customer queuing time by performing simple but non-cash transactions such as updating/changing passbooks, exchanging denominations, form filling etc.
* Cross selling bank products and refer customers to bank finance officer if they have shown keen in investment and insurance related products.

*Waitress*

*Wan Chai HongKong Tea Room*

*March 2007 – April 2007*

* Responsible for order taking, serving food and beverages, cashiering
* Increased table turnover during peak hours by decreasing the waiting time, measurably increase customer satisfaction
* Responded to customer’s queries, demand and needs at all times
* Shared job responsibility among colleagues effectively when they are on leave or during peak hours to ensure work efficiency.

ADDITIONAL INFORMATION

Language : English, Mandarin, Malay and Hokkien.

IT Skills : MS Word, Excel, PowerPoint, Accpac, Quickbooks, Cognos, Business Planning and Consolidation (BPC), SAP

Last drawn salary : $4,400