Tan Jia Ling Jerlyn

Blk 293 Tampines St 22 #07-486 Singapore 520293

Email: jerlynjlt@outlook.com

HP: +65 97880538

NRIC No: S8837987Z

Date of Birth: 5th October 1988

Nationality: Singaporean

Race: Chinese

Marital Status: Single

Driving License: Class 3A

Current Salary: $2700

Expected Salary: $3200

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| career objective |  |

To obtain an accounting position where I will be able to contribute my skill, knowledge & experience to a company that will give me an opportunity to develop my career.

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| education |  |

Aug 2013 to Present………………..........**Singapore Chartered Accountants (CA)**

Institute of Singapore Chartered Accountants (ISCA)

Jun 2009 to Aug 2012……………………..**Bachelor of Science in Accounting & Finance,**

University of London (External System)

SAA Global Education

May 2005 to Apr 2008…………….........**Diploma in Business Administration**,

(Marketing Management)

Singapore Polytechnic, School of Business

Jan 2001 to Dec 2004……...................**GCE “O” Level**,

East View Secondary School

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| PROFESSIONAL EXPERIENCE |  |

**Accounts Executive, RLBC Capital Pte Ltd** (Mar 2016 to Present)

* Handled full spectrum of general ledger by preparing monthly journals entries for month end closing
* Handled full spectrum of accounts payable, e.g. checked, entered and processed payments for external suppliers’ invoices, employees and directors’ expenses claim
* Handled full spectrum of accounts receivables, e.g. issued tax invoices, monitored daily bank balances, collected cash & cheques payment from clients and entered AR customers’ receipts
* Monitored AR debtors’ aging, e.g. following up on overdue client’s account by sending out Statement of Accounts, emails reminder and making phone calls to them
* Prepared & filed Productivity and Innovation Credit (PIC) claims submission to IRAS
* Prepared month end bank reconciliation (3 banks reconciliation to be done)
* Prepared audit schedule & extract monthly Financial Statements for reports submission
* Maintaining of the Philippines properties master price list & assisted in allocation of properties units for different projects usage
* Managing company’s petty cash float account by ensuring staff claimed with receipts for amount spent below SGD15.00 & entered the entries into Quickbooks
* Prepared & do up weekly departmental budget tracking report for various departments (e.g. Sales, Marketing, HR, Refer to Own program department)
* Ensured vendors’ invoices are submitted along with the budget request form & helped to monitor the costs spent
* Supervised & guided an Accounts Assistant in her daily accounting duties

**Accounts Executive, BSI Group Singapore Pte Ltd** (Mar 2013 to Mar 2016)

Finance Role

* Handled full spectrum of accounts payable, e.g. checked, entered and processed payments for employee’s expense claim, suppliers’ invoices and inter-company invoices
* Handled full spectrum of accounts receivables, e.g. issued sales invoices, tracked daily bank balances, collected cash & cheques payment from clients and entered AR customers’ receipts
* Monitored and prepared AR debtors’ aging reports, and followed up on overdue customer’s account by sending out Statement of Accounts, emails reminder and making phone calls
* Prepared and entered monthly journals (general ledger) and assisted in month end closing
* Calculated & processed payment for section 45 withholding tax (IR37 and IR37C) on AP invoices (for non-residents that has performed work in Singapore) to IRAS
* Prepared monthly bank reconciliation
* Prepared and filed Good & Services Tax (GST) on a quarterly basis
* Prepared monthly Balance Sheet schedules to reconcile back to Accpac’s balance sheet items
* Assisted in management reporting, e.g. debtors aging and balance sheet items reports
* Assisted in keying figures, e.g. Sales & Debtors’ aging onto Oracle Hyperion EPM website

Administrative Role

* Handled the ordering of stationeries and pantry items & liaised with external suppliers
* Assisted in booking of airfares for senior management & client managers for business travels
* Assisted in booking of local hotels accommodation for external trainers, managers & guests
* Checked the Sales team staff’s monthly sales commission & handed over to the Accountant for payroll processing

Last drawn salary: $2550

**Accounts Assistant, Hay Group Pte Ltd** (Jul 2010 to Mar 2013)

* Handled accounts payable e.g. checked and processed payments for employee’s expense claim, suppliers’ invoices and inter-company invoices
* Handled accounts receivables e.g. generated tax invoices and tracked daily bank balances
* Monitored AR debtors’ aging and entered customers’ receipts
* Entered journal entries, e.g. accrual, prepayment, reclassification, payroll
* Prepared & submitted section 45 withholding tax form (IR37 and IR37C)
* Handled monthly revaluation in Accpac accounting system
* Prepared schedules for AP and AR sub-ledger accounts & reconciled the figures back to Accpac’s general ledger and trial balance

Last drawn salary: $1890

**Project Management Administrator, IBM Singapore Pte Ltd** (Dec 2008 to Oct 2009- Contract)

* Generated various reports, e.g. Headcount, Staff Movement and Leave report
* Compiled daily pre-employment screening information and sent to client
* Coordinated and organized staff organization training
* Performed onboard and offboard admin duties for staff
* Gathered information and prepared quarterly departmental newsletter
* Maintained the department’s email distribution list

Last drawn salary: $1750

**Business Support Executive, Moduslink Solution Service Pte Ltd** (Jun to Nov 2008- Contract)

* Generated and checked documents in accordance with pre-determined rules
* Prepared standard shipping reports for internal and external use
* Handled daily sales orders and liaised with shipping staff on shipment matters
* Any other admin duties assigned by manager

Last drawn salary: $1600

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| ACHIEVEMENTS |  |

* Attended ‘Withholding Tax Workshop’, 2012
* Attended ‘Mastering the Basic and Intermediate Concepts of GST Workshop’, 2011
* Awarded Next Top 5% of Edusave Scholarship, 2004
* Awarded Top 5% of Edusave Scholarship, 2003
* Awarded Edusave Merit Bursary, 2002
* Awarded Edusave Merit Bursary, 2001
* Awarded Edusave Merit Bursary, 1997

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| SKILLS & CAPABILITIES |  |

**Computer Literacy**

* Good knowledge of Quickbooks Pro (Accounting software)
* Good knowledge of Accpac ERP (Accounting software)
* Good knowledge of SmartLedger (Accounting software) and Project Management System
* Good knowledge of Microsoft Office (Words, Excel, PowerPoint & Outlook)
* Knowledge of Lotus Notes application
* Fundamental knowledge of SPSS (Statistical Program for tabulating numerals)

**Languages**

* Fluent in English (Both spoken and written)
* Fluent in Chinese (Both spoken and written)

**Interpersonal Skills**

* Liaised with internal staff of all levels on administrative and claims matters
* Liaised with external suppliers on payment issues and clients on invoicing matters
* Contributed and participated actively as a team member in Poly-wide collaborative projects
* Communicated and worked well with school team members and ex-colleagues
* Self-motivated, earnest & meticulous worker
* Good team player & independent worker

**Organizational Skills**

* Coordinated and organized information for business reports in various accounting positions
* Checked and ensured information and data in reports are in accurate form
* Ensured accounting documents are properly filed & labelled