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| --- | --- | --- | --- | --- |
| Soo Wei Jian | | |  | |
| Address | **Block 168A Queensway #16-236 Singapore 140168** | |
| Email | [**wjsoo1989@gmail.com**](mailto:wjsoo1989@gmail.com) | |
| Contact | **81003512** | |
| Marital Status | **Single** | |
| Nationality | **Singaporean** | |  |  |
| Race | **Chinese** | |  |  |
| NS Status | **Completed** | |  |  |
| ORD Date | **31 May 2013** | |  |  |
|  |  | |  |  |
| **Qualification** | | | | |
| Aug 2013 | Present | **Bachelor of science (honors) in Accounting and Finance** | | |
|  |  | *University of London – Singapore Institute Management* | | |
| Apr 2008 | Apr 2011 | **Diploma In Electronic and Communication Engineering** | | |
|  |  | *Singapore Polytechnic* | | |
| Jan 2001 | Nov 2006 | **O’s Level** | | |
|  |  | *Henderson Secondary School* | | |
| **Work Experience** | | | | |
| Jun 2016 | Present | **RSM Stone Forest LLP** | | |
|  |  | ***Accounts Associate*** | | |
|  |  | ***Global Logistic Properties –*** *JDE Enterprise System* | | |
|  |  | Handle US, Japan, China and Brazil Entities | | |
|  |  | In charge of AP invoices and GL portion | | |
|  |  | GL for intercompany billing/Transactions | | |
|  |  | AP and Bank Reconciliation | | |
|  |  | Monthly Foreign Exchange Gain/Loss | | |
|  |  | Monthly accrual, prepayments and reverse accrual | | |
|  |  | ***Fish & Co –*** *SAGE (Accpac)* | | |
|  |  | AP and AR | | |
|  |  | Variance check | | |
|  |  | Lead Interns in doing AP/AR | | |
|  |  | ***Home Team NS – Cash Count*** | | |
|  |  | Audit and verify that there is no discrepancy | | |
|  |  | Train and supervise interns | | |
| Jun 2015 | Aug 2015 | **Cycle & Carriage Industries (3 Months Contract)** | | |
|  |  | ***Accounts Assistant Payable*** | | |
|  |  | Use Kerridge Software for AP roles | | |
|  |  | Match DO/PO before documenting | | |
|  |  | Update stock into system | | |
|  |  | Assist General Manager with budget meeting documents | | |
| May 2014 | Sep 2014 | **G&M Pte Ltd (4 Months Contract)** | | |
|  |  | ***Accounts Assistant*** | | |
|  |  | Full set accounting using *Quickbook Software* | | |
|  |  | Bank Reconciliation and printing of Statement of Accounts | | |
| Sep 2013 | Dec 2013 | **TN Accounts & Payroll (Part Time)** | | |
|  |  | ***Accounts Assistant*** | | |
|  |  | Full set accounting using *Quickbook Software* | | |
| **Skills & Abilities** | | | | |
| Languages | Written | English, Mandarin | | |
|  | Speak | English, Mandarin, Cantonese | | |
| Leadership | NS | Lead NSFs to accomplish Daily Tasks | | |
|  | Polytechnic | Lead team into Spinnovex (Project Exhibition) | | |