**CHUA SU YING**

**Bukit Purmei Road Block 105 #05-21, Singapore 090105**

[**suyingswing@gmail.com**](mailto:suyingswing@gmail.com)

**+65 98287626**

**Singaporean**

**SUMMARY**

Well rounded accounting fresh graduate from Singapore Institute of Management(SIM)-University of London, majority in Accountancy & Finance. Previously exposed in information technology field during polytechnic days. Proven ability to adapt in fast paced organisation. Keen interest in accounting related field, good team player, possess strong analytical and problem solving skills.

**EDUCATION**

**BSC with Third Class Honours in Accountancy and Finance (Honours)**

**SIM-University of London, Singapore**  **2013 – 2017**

**Diploma in Information Technology**

**Ngee Ann Polytechnic, Singapore 2010 - 2013**

**WORK EXPERIENCE**

**Finance Assistant, SAFRA National Service Association Oct 2016 – Current**

* Preparation of monthly fund management report
* Verification of the monthly custodian fee invoice
* Verification of the monthly cash and investments reconciliation prepared by fund manager
* Preparation of the quarterly meeting papers for fund management & investments
* Preparation of investment schedules for financial year end
* Assist in verification of a branch’s statement of cash receipts and payments
* Assist in the preparation of functional specification of a new system for a MINDEF-related project
* Involved in the user-acceptance testing of new system
* Keying of journals into AX systems
* Assist in the preparation of consolidated financial statements including variance analysis

**Audit Intern, Audit Alliance June 2016 - Sep 2016**

* Assist / support execution of statutory audit of limited companies
* Assist / support execution of assurance (i.e. governance, internal controls and due diligent) engagements
* Assist / support execution of statutory audit of government agencies

and or her constituent funds and non- profit organisations

* Assist / perform agreed upon procedures audit engagements

**Research Assistant, National Institute of Education Sept 2015 – Dec 2015**

* To administer and collect different type of assessments/data from preschool students
* Demonstrate to child on how to play the computer games and provide instructions
* Monitor the child while he/she plays the games and take down notes of the child's scores

**Admin Assistant, e2i June 2015 – Sept 2015**

* Assisted in data entry
* Keying in information from registration form into database
* Involved in migration of data
* Managing records of job seekers who have found their own jobs/direct referrals
* Archiving and retrieval of registrations forms

**Admin Assistant, jobsDB Apr 2013 – June 2013**

* Manage sales department clients’ advertisement postings
* Ensure clients’ job advertisements comply with MOM tripartite guidance on fair employment practices.

**Intern, Appxolute Pte Ltd Mar 2012 – Aug 2012**

* Design, implement and enhance features and functions of company’s iSO application on iPhone
* Involved in coding, design, development, documentation, testing and delivery of application and webpage design projects
* Provide back-end maintenance supports

**Additional Information**

Languages: English, Mandarin

Skills: Microsoft Office (Word, PowerPoint, Excel), Microsoft AX Dynamics, C++ Programming, Joomla, HTML & CSS, xCode, Java, Microsoft Visual Studio