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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Tee Wee Chong** | | |  | | |  | | | Address: **Blk 116A #09-04 Rivervale Drive Singapore 541116** | | | Email: **tee\_wee\_chong@hotmail.com** | | |  | | | HP: **+65 9637 1352**  NRIC: **S8538793F**  Nationality: **Singaporean male**  National Service status: **Completed** | | |  | | | **SKILLS** | |  | | * **Microsoft Office** (Word, Powerpoint, Excel) * **Bloomberg** * **Multifond** * **Microsoft Outlook** * **Navision** * **SAP** * **Languages: English, Mandarin** (Simplified and Traditional)**, Japanese** (Basic) | |  |  | |  | | --- | | **JOB EXPERIENCE** |  |  | | --- | | **FUnd accountant, standard chartered bank** | | Aug 2016 - Present   * Prepare, compute and review accurately Net Assets Values for both daily and monthly funds * Collate and reconcile data for daily, month-end and year-end reporting for all funds * Participate in User Acceptance Test projects pertaining to system upgrade * Support data migration for all new daily and monthly funds. * Prepare documents for audit checks | |  | | **account Officer, Park hotel group** | | Jan 2016 - Jun 2016 | |  | | * Accurately enter and verify more than 100 invoices, purchase orders and bank statements into Navision at a monthly basis | | * Actively clarify with both vendors and internal staffs for discrepancies on the invoices | | * Prepare promptly different modes of payment for invoices | | * Reconcile of Statement Of Account and bank statement | | * Preparation of audited inter-company financial reports |  |  | | --- | | **account payable specialist, lenovo (singapore) pte ltd** | | Jan 2014 - Dec 2015 | |  | | * Solely audit documents for salary, commission, incentive and expenses claims for ASEAN countries before approving | | * Close monitoring of expenditure to ensure compliance to quarter budgets | | * Assist in vendor payment using in-house system | | * Reconcile details of transactions to resolve variances with both local and overseas vendors and sales departments | | * Prepare weekly and monthly reports used for key decision making by senior analysts |  |  | | --- | |  | |  |  |  | | --- | | **EDUCATION** |   **BSc (Hons.) Banking and Finance**  Aug 2009 - Aug 2012  University of London  Awarded with 2nd Class Hons degree  **Diploma in Applied Food Science and Nutrition**  May 2003 - Apr 2006  Temasek Polytechnic  **GCE 'O' Level**  Jan 1998 - Dec 2002  Presbyterian High School   |  | | --- | |  | |  | |