

# 

# **Hoon Ming Kai Danny**

## Blk 33 Bedok South Ave 2, #12-321, Singapore 460033 | Mobile: 97852079 | Email: whizzkid1990@hotmail.com

Preferred point of contact via email

## 

## PERSONAL DATA

* Name : Hoon Ming Kai Danny
* NRIC : S9031514E
* Gender : Male
* Date of Birth : 08 September 1990
* Age : 26
* Nationality : Singaporean
* Race and Dialect : Chinese
* Marital Status : Single

#### PROFESSIONAL ATTRIBUTES

* Independent in doing work
* Excellent interpersonal communication skills
* Ability to remain level-headed at all times
* Ability to respond and handle demands in fast-paced environments
* Meticulous and organised in working
* Efficient in keeping up with work on time

## 

#### CAREER OBJECTIVE

To gain experience to advance as a working professional. Interested in accounting, due diligence and compliance related jobs.

## 

#### WORK EXPERIENCE

## April 2015 - Present

## Singapore Airlines Pte Ltd – Cabin Crew (Current salary: $4.5k)

* Handling Safety, Security and Service during flight duties
* Passenger Handling Skills
* Language and communication skills
* Serving passengers in business class with immaculate care
* Handling food and beverage
* Table setup for passengers during meal service
* Handle emergency medical cases onboard

## June 2014 – April 2015

## N.F Lee & Co – Audit Associate (last drawn: $2.7k)

* Peruse Accounting Records of client companies to ensure accounts are fairly stated
* Stock taking of client physical inventory to ensure values are not overstated
* Perusing previous year audit documents to ensure accounts are not overstated
* Adjusting balances of the accounts that may be overstated or understated from previous declarations.

## December 2013 – March 2014

## Louis Vuitton – Retail Associate( Part Time)

* Handle high volume of over-the-counter sale transactions in an efficient and accurate manner
* Perform all Back of house duties and stock taking.
* Provide service excellence to clients
* Retrieval of Stocks from different outlets.

## May 2013 – July 2013

**S.K Cheong & co – Audit Intern**

* Engaged in various external audit for various companies
* Took part in stocktaking in Singapore and Johor Bahru
* Acquiring relevant documents from clients necessary for the audit
* Audit related work including audit planning, vouching, audit checks, cut off tests and sending of confirmation letters

## January 2011 – September 2011

## May 2012 – September 2012

## Club 21 Pte Ltd – Retail Associate (Full time & Part Time)

* Handle high volume of over-the-counter sale transactions in an efficient and accurate manner
* Handle discrepencies in stocktaking every month
* End of day cash settlement and also banking in of cash sales
* Stock replenishment whenever necessary on a regular basis including stationaries.

## EDUCATION

Year 2011 – 2014: University Of London – Bachelor of Science Accounting & Finance(2nd upper Hon)

Year 2007 – 2008: Meridian Junior College – ‘A’ Level Certificate

Year 2003 – 2006: Bedok South Secondary School – ‘O’ Level Certificate

#### SKILLS & OTHERS

Spoken Language(s) : English, Mandarin

Written Language(s) : English, Chinese

##### IT SKILLS

* Microsoft Word
* Microsoft Excel
* PowerPoint

##### LEADERSHIP SKILLS

General Paper Representative (2007 – 2008)

### OTHER INFORMATION

Expected Basic Salary : $3500 (negotiable)