**PERSONAL PARTICULARS**

**Name: T. SUMITHRA**

**Address:** Woodlands ST 81 BLK 825, #10-26, Singapore 730825

**Birth date**: 12 March 1991

**Citizenship**: Singaporean

**Email address**: Sumithra.ppg@gmail.com

**Contact No**: 98572510 (mobile)

Expected salary: $2,850

**ABLIABLE: 1 Month notice at current job**

**MORE ABOUT MY SELF**

I am a talented, analytical and dedicated individual who always works hard to achieve what I want in my life. I graduated from SIM with a Second class Honors degree in accounting and finance. I have been working an auditor close to 3 years since my graduation. I am interested to expand my professional horizons by seeking new challenges in either the same or different industry.

**EXPERIENCE**

**Audit Senior 1 at Steven Tan Russell Bedford PAC**

**(From Feb 2016 till now )**

* Review transactions, documents, records and reports for accuracy and effectiveness.
* Ensures compliance with established internal controls procedures.
* Completes audit working papers by documenting audit tests and findings.
* Communicates audit findings by preparing final report and discussing with fellow team members
* Reviewed and interpreted various contracts, policies and procedures needed for each type of organization that I audited.
* Audited and tested journals, purchase orders, invoices, payroll, inventory, bonus payouts, bad debts, lease commitments, rentals
* Audited major sections in an organization like Bank, Inventory, receivables, payables, fixed asset, inventories, shares and reserves, finance lease, operational lease, taxation calculation and reconciliations, GST reconciliation, sales and expenses
* Performed special audit and control reports by collecting, analyzing, and summarizing operating information and trends.
* Trained and assisted new auditors with audit procedures.

**Audit Associate 2 at Loke Lum and partners – HLB International**

**(From Nov 2013 to Jan 2016 – 2 years 2 months )**

* Responsible for compiling, reviewing and reporting financial and statistical data from monthly management and auditing reports
* Performed physical count of cash and did a monthly cash count report for the country club I was in charge in during my 1 year there.
* Tested for internal control weaknesses and made recommendations for improvements.
* Reviewed and interpreted various contracts, policies and procedures needed for each type of organization that I audited.
* Performed special audit and produced the audit report within the short deadline for organizations that has high risk areas like payroll and sales.
* Liaising with managerial staff, compiling and presenting my findings
* Report findings and make recommendations for the corrections of unsatisfactory operational conditions, improvements in operations
* Prepare tax computations – during the tax peak

**Audit Internship at Robert Yam**

**(From Jul 2013 to Nov 2013 – 4 months )**

* I had to balance accounts, prepare general ledger entries, spreadsheets and journal entries.
* I also had to prepare a variety of financial statements based on the needs of specific projects and i also met the project's deadlines.
* I also did work - paper preparation, drafting audit documents, and preparation of tax returns for audit clients.
* I also worked closely with Senior Auditors to gain an understanding of the preparation needed for planning and performing audits.
* I have learnt management my time and finish my work promptly and efficiently and also how to use the theories I learnt in school

**Standard chartered Bank**

* I worked as a administrative assistant for 6 months after my A levels (Year 2009)
* Provided administrative support to ensure that all operations are maintained in an effective and accurate manner.
* I also did data entry
* I have learnt to be more organized and efficient in my work
* I have also learnt time management skills and to multi task.

**EDUCATION**

**University of London [SIM]**

* Graduating in year 2013
* BSC Accounting and Finance Degree – Second class honors (Graduated in Jun 2013)

**Jurong Junior College**

* GCE A –levels
* Studied from year 2007 to 2009
* Subjects taken: H2 Mathematics, H2 Chemistry, H2 Biology and H1 geography

**Kranji secondary school**

* GCE O levels
* Studied from year 2004 to 2007

**SKILLS**

* Self motivated and innovative problem solver
* Good at managing time and to do my work as efficiently as possible
* Able to perform well under pressure and adapt to changes in circumstances
* Technical proficiencies – Microsoft office suite
* I am currently going for classes to learn how to speak Mandarin

**OWN INTEREST**

I love to read novels and finance books .I also have a special interest in stock markets. I love driving and its something I do to relax and clear my head when I am stressed. I swim regularly to keep fit during the weekends. I also teach tution during my free time and I have my own small tution center I am managing.