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| CURRICULUM VITAE | |
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| **Yessy (Ms)**  205 Jalan Eunos  Singapore 419535  Mobile: 94810018  E-mail : [yhmq2929@gmail.com](mailto:yhmq2929@gmail.com) |  |



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| **CAREER OBJECTIVE** | | |
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| An ambitious and hard working individual who enjoys challenges. I am able to work effectively individually or a team and bring value to achieve company’s goals. | | |
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| **PERSONAL PROFILE** | | |
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| Date of Birth | 2 September 1987 | |
| Age | 29 | |
| Gender | Female | |
| Nationality | Indonesian | |
| Race | Chinese | |
| Marital Status | Single | |
| Language Proficiency | English, Mandarin and Bahasa Indonesia | |
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| **EDUCATION AND QUALIFICATIONS** | | |
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| Sept 2014 | **CMFAS Certification : M5** | |
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| Mar 2009 | **International English Language Testing System (IELTS)** | |
| Jan 2011 – Dec 2013 | **Singapore Institute of Management (RMIT University)**   * **BSc Economic and Finance (Full-Time)** * Grade : Pass | |
| Jul 2009 - Nov 2010 | **Singapore Institute of Management (SIM)**   * **Diploma in Management Studies (Full-Time)** * Grade : Pass | |
| Jul 2003 - Jun 2006 | **Senior High School**   * **SMA Santu Yusup** * Credits in Science, English, Mathematics, Biology, Physics and Chemistry. | |
| Jul 2000 - Jun 2003 | **Secondary School**   * **SMP Santu Yusup** * Grade : Pass | |
| Jul 1994 – Jun 2000 | **Primary School**   * **SD Santu Yusup** * Grade : Pass | |
| **WORK EXPERIENCE** | | |
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| May 2016 – Sep 2016 | **Teho Ropes & Supplies Pte Ltd**   * **Commercial Company** * **Accounts Executive**   **Responsibilities:**   * Manage full spectrum of accounting functions, including but not limited to Accounts Receivable, Accounts Payable, General Ledger and Fixed Assets. * Prepare monthly, quarterly and annual financial reports * Perform GST review and reporting * Prepare monthly banking reports and reconciliations * Liase with auditors and tax consultants to ensure smooth audit process and compliance tax regulations | |
| Nov 2014 – May 2016 | **Mason Industries Pte Ltd**   * **Commercial Company** * **Account Executive**   **Responsibilities:**   * Monitor and Update of day-to-day cashflow to ensure accuracy of daily transaction * Depositing of cheques and cash and ensure accurate and timely funding allocation across the group’s bank accounts * Cash plan and report of monthly cashflow forecasting and budgeting * Liase with banker to purchase forward contract for TR settlement and perform FX trades * Handle and monitor new and rollovers of TR repayment * Monitor bank loans and interest repayment * Monitor bank convenants and utilisation of trade facilities with each bank * Coordinate with banks and preparation of all bank related documents, including bank account opening/closing, ebanking, etc) * Prepare all schedules (including prepayments, accruals and fixed assets), Bank Reconciliation, Trial Balance, Balance Sheet and P&L * Ensure accurate and timely month-end closing * Perform monthly GST review and reporting * Perform revenue reconciliation * Assist in issuance of packing list, delivery orders, invoice, credit note and debit note * Update and reconcile weekly AR schedules on timely manner * Monitor and follow up action for outstanding payment, resolve billing disputes, discrepancies and queries * Work closely with various department to resolve all issues pertaining to AR matter | |
| Feb 2013 – Aug 2013 | **Pink Orchard Pte Ltd**   * **Retail** * **Part-time Retail Assistant**   **Responsibilities:**   * Manage stocks, retail store display & cleanliness * Manage online store & orders * Organize and manage stocks & product photo shoot * Help customer to find the right product that meet their needs * Provide a personalized shopping experience to each and every customer * Generate & analyze management reports * Offer style, product & care advice for products | |
| WEB CENTRIC SKILLS | | |
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| **Skills** | | **Proficiency** |
| MS Word | | Advanced |
| MS Excel | | Advanced |
| MS Powerpoint | | Advanced |
| Adobe Photoshop  SAP | | Advanced  Advanced |
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| INTERPERSONAL SKILLS | | |
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| * Able to work under pressure and able to multi-task. * Ability to work independently and in a team * A good team player as enjoyed working in a team within a fast-paced and dynamic environment. * Able to interact with different people. * Highly adaptable in a dynamic environment. * Neat and well-organised. * Pleasant, warm and cheerful personality. | | |
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| REFERRAL | | |
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| Name Mr. Kelvin Low  Phone (65) 8112 6825  Position Finance Controller | | |
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| EXPECTED SALARY AND AVAILABILITY | | |

Last Drawn Salary S$ 2,500

Expected Salary S$ -

Availability Immediately