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**TEH YI WEN**

Block 724, Tampines Street 71,

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+ 65-90571678

ywtehyiwen@gmail.com

Expected Salary: SGD2,500

Availability Date: Immediately (Anytime)

**QUALIFICATIONS**

2015-2017 **Tunku Abdul Rahman University College, Kuala Lumpur**

Completed Bachelor in Commerce (Honours) with CGPA 3.4303. Passed three examinations in the ACCA Professional Level. Courses include Taxation, Audit & Assurance, Corporate Reporting, Financial Management and Enterprise Resource Planning.

2013-2015 **Tunku Abdul Rahman University College, Kuala Lumpur**

Being awarded a Diploma in Business Studies (Accounting) in May 2015 with CGPA 3.7861 (Distinction). Courses included Financial Accounting, Management Accounting, Business & Corporate Law, Economics and Information Technology & Systems.

2008-2012 **Sekolah Menengah Jenis Kebangsaan Confucian, Kuala Lumpur**

Majored in Science. Obtained 7As in SPM.

**CO-CURRICULAR ACTIVITIES**

2015 **Choir,** **Tunku Abdul Rahman University College**

- Active member

- Participated in Co-curricular ‘Competition Day’

2013-2014 **First Aid Unit, Tunku Abdul Rahman University College**

Position :

Treasurer

Positions in some activities:

- Organising Vice President of October Blood Donation Campaign 2014

- Organising Treasurer of March Blood Donation Campaign 2014

- Organising Treasurer of Fund Raising June 2014

- Organising Treasurer of November Blood Donation Campaign 2013

- Organising Committee Member of July Blood Donation Campaign 2013

2008-2012 **Sekolah Menengah Jenis Kebangsaan Confucian**

Positions in Confucian Combined Division, St. John Ambulance of Malaysia :

2011-2012 President

2010-2011 Secretary

2009-2010 Assistant Secretary

**OTHER ACTIVITIES**

2016 Participated in Deloitte Tax Challenge 2016 (Individual category)

2015 Participated in Deloitte Tax Challenge 2015 (Individual category)

2015 Volunteered for March Blood Donation Campaign 2015

2014 Participant of ‘Talk on Goods and Services Tax (GST)’ organized by TAR UC

2013 Participant of ‘Knowing Your Behavioral Style’ workshop

**ACHIEVEMENTS**

**Tunku Abdul Rahman University College**

2017 Being awarded Certificate in Soft Skills (Bachelor’s Degree)

2016 Listed in President’s List for September 2016 semester

2015 Completed AXP Audit Certification

2015 Achieved Band 5 in Malaysian University English Test (MUET)

2014 Being awarded Certificate in Soft Skills (Diploma)

2013 Champion of First Aid test

**Sekolah Menengah Jenis Kebangsaan Confucian**

2012 1st runner-up in Foot Drill Competition on Sports Day

2011 Passed “Accident Prevention” course

2009 Being awarded Cadet Voluntary Service Shield (Green) for achieving 105.30 duty hours

2008 1st runner-up in St. John Short Case Competition

2008 1st runner-up in St. John Foot Drill Competition

**WORKING EXPERIENCE**

2016 Er & Associates (Industrial Training)

- Prepared statutory audit, audit working papers and auditor’s report

- Performed personal, corporate tax and deferred tax computations

- Prepared accounts for clients

- Undertook some secretarial and administrative work

2015 STC Kuchai Lama

- Teaching tuition and homework during semester breaks

**INTERESTS**

Volunteering, practising foot drill, singing in a choir, swimming and drawing.

**LANGUAGE ABILITIES**

Able to write and speak fluently in English, Malay and Chinese. Able to converse in Cantonese, basic Japanese Language and Hakka.

**COMPUTER SKILLS**

Proficient in the use of AUTOCOUNT Computerized Accounting System, AXP Audit Express, SAP Enterprise Resource Planning, ICS Accounting System, Microsoft Excel, Microsoft PowerPoint and Microsoft Word.

**REFERENCES**

1) Name : K.Ranchethamalar A/P Kanagasundaram, Ranjie

Designation : Senior Lecturer (Department of Professional Accountancy)

Relationship : Audit & Assurance Lecturer

Contact Number: 013-3294669

Address : Tunku Abdul Rahman University College,

Jalan Genting Klang,

Setapak,

53300 Kuala Lumpur.

2) Name : Sridevi Balakrishnan

Designation : Senior Lecturer (Centre for Nation Building and Languages)

Relationship : Critical Thinking Lecturer

Contact Number: 016-4748241

E-mail : sridevi@acd.tarc.edu.my

Address : Tunku Abdul Rahman University College,

Jalan Genting Klang,

Setapak,

53300 Kuala Lumpur.

3) Name : Er Koh Poo

Designation : Sole Proprietor

Relationship : Industrial Training Employer

Contact Number: 016-6506098

E-mail : erassociates1998@gmail.com

Address : Megan Corporate Park,

B9-5-1, Jalan 1/125E,

Taman Desa Petaling,

57100 Kuala Lumpur.