

# JABOURNE CHEN RUI LIN

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EDUCATION	
2022 - 2025	<b>Diploma in Accountancy &amp; Finance, Temasek Polytechnic</b> Completed modules in: <ul style="list-style-type: none"><li>• Company Accounting</li><li>• Cost Management Accounting</li><li>• Fundamentals of Investment</li><li>• Security Analysis &amp; Portfolio Management (SAPM)</li><li>• Risk Management</li><li>• Digital Accounting Technologies and Applications (DATA)</li><li>• Information System &amp; Financial Analytics (IS&amp;FA)</li></ul>
2017-2021	<b>GCE 'O' Level Certificate, Yio Chu Kang Secondary School</b> Obtained 5 O'Level Credits
2017-2020	<b>GCE 'N' Level Certificate, Yio Chu Kang Secondary School</b> Obtained 5 N'Level Credits
SKILLS	
Technical Skills	<ul style="list-style-type: none"><li>• Proficient in the use of Sage 300, PowerBi, Axure RP 10</li><li>• Proficient in working with Accounting Spreadsheets, relevant ledgers, and journals (<i>E.g., Sales Journal, Purchases Journal, and General ledger</i>)</li><li>• Competent in preparing and reporting on Financial Statements (<i>E.g., Creating, tracking, and reporting on Balance Sheets, Income Statements, and Cash Flow Statements</i>)</li><li>• Able to keep current on Tax updates (<i>E.g., Adjust practically through products, mergers, and acquisitions</i>)</li></ul>
Generic Skills	<ul style="list-style-type: none"><li>• Good communication skills - (<i>Confident with speaking and relaying my message to others in the clearest, most precise form possible</i>)</li><li>• Able to multi-task and work within tight timelines - (<i>Setting realistic time frames, and recognizing how long it will take to complete a task using excels or notes</i>)</li><li>• Possess excellent interpersonal skills - (<i>Open to trying out new things</i>)</li><li>• Critical Thinking - (<i>Using my time wisely, evaluate how much time is needed to prioritize my duties</i>)</li><li>• Problem-Solving - (<i>Constantly researching so I can identify the cause of the issue and fully understand it</i>)</li></ul>
WORK EXPERIENCE	
November 2021 – March 2022	Company name: <b>NTUC FairPrice</b> Job Title: Replenisher <ul style="list-style-type: none"><li>• Adopted precise knowledge of where the products are always located to help answer customers' inquiries.</li><li>• Communicated and guided customers in the selection of products</li><li>• Performed excellent time management and organizational skills when it came to restocking products when they ran low.</li></ul>

February 2023 – March 2023	<ul style="list-style-type: none"> <li>Sustained physical endurance to perform heavy lifting of pallets.</li> </ul> <p>Through this job, I have learned numerous skills, namely a better work ethic, communication skills, leadership skills, time management, and organizational skills.</p> <p>Company name: <b>SATS Ltd</b>  Job Title: AIC (Aircraft Interior Cleaner)</p> <ul style="list-style-type: none"> <li>Cleaning of the aircraft interior, removing the trash, and transferring of cushions/blankets with hand-eye coordination and physical strength</li> <li>Communicated well with my team members with the task delegated to each to minimize complications and enhance efficiency.</li> <li>Adhered to safety procedures that ensure minimal to no risk of injuries to people, resources, and the work environment.</li> <li>Involves working within tight schedules and turnaround times.</li> </ul> <p>Through this job, I have learned a few skills: observation, communication, and attention to detail. Adding on, I have learned how to manage my time effectively, prioritize tasks, and work efficiently to meet deadlines.</p>
September 2023	<p>Company name: <b>Skechers Singapore</b>  Job Title: Sales Promoter</p> <ul style="list-style-type: none"> <li>Adopted superb communication and customer service skills.</li> <li>Managed large crowds adeptly and maintained patience while attending to multiple customers simultaneously.</li> <li>Interacted primarily with elderly customers, necessitating a focus on customer relations.</li> <li>Ensured teamwork with my co-workers to foster a collaborative environment where our team members share knowledge of the products, strategies, and skills in pitching the sales.</li> </ul> <p>Through this job, I have honed exceptional communication and customer service abilities, adeptly managed large crowds while maintaining patience with multiple customers, prioritized customer relations with elderly clientele, and collaborated effectively with colleagues to share product knowledge and sales strategies, fostering a cohesive team environment.</p>
October 2023	<p>Company name: <b>L'OCCITAN En Provence</b>  Job Title: Sales Promoter</p> <ul style="list-style-type: none"> <li>Adhered to excellent presentation, communication, and customer service skills.</li> <li>Provided customers with an exceptional shopping experience by answering their questions and helping them find the products that meet their needs with a product demonstration.</li> <li>Ensured customer satisfaction by responding promptly to customer inquiries and complaints.</li> <li>Maintained a thorough understanding of all L'Occitane En Provence products and services.</li> <li>Delivered convincing and creative sales pitches.</li> </ul> <p>Through this job, I have learned a fair number of skills, namely confident communication skills with a professional attitude and marketing skills. I presented confidently and articulated myself well when talking about a product as a good presentation, connects the service, products, and audience</p>
March 2024	<p>Company name: <b>Singapore Sports Hub</b>  Job Title: POS Operator and Expediter (Rotational shift)</p> <ul style="list-style-type: none"> <li>Accurate handling of cash and ensured correct calculations of the amount.</li> <li>Paying attention to detail. Being able to identify the products and choose the right method of payment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensured cleanliness of the production of food and area</li> <li>• Facilitated quality customer service by ensuring all orders were prepared and delivered to customers in an efficient yet accurate manner.</li> <li>• Developed strong teamwork skills necessary for a multifaceted and fast-paced work environment.</li> </ul> <p>Through this job, I gained expertise in meticulous attention to detail in product transactions, ensured cleanliness in food preparation areas, provided efficient customer service, and developed strong teamwork skills for a fast-paced environment.</p>
<b>AWARDS/ACHIEVEMENTS</b>	
2017	Edusave Scholarship
2017	Chingay Parade Singapore Certificate of Appreciation
2018	Edusave Certificate of Academic Achievement
2018	Education Merit Award
2018	Engineering@SP Young Engineer Silver Award
2019	Certificate Proficiency in Culinary Arts
2019	National Youth Achievement Award Silver Level
2021	Certificate of Completion Republic Polytechnic's "Start Your Business" Advanced Elective Module (AEM)
2021	Edusave Certificate of Academic Achievement Award
2021	CCC – CDC Education Merit Award
<b>CO-CURRICULAR ACTIVITIES</b>	
2017 - 2021	<p>Active Member of Yio Chu Kang Secondary School Floorball Team</p> <p>In the five years that I have played in the school team as a floorball player, I have developed a few abilities and a stronger sense of character. Mainly teamwork, commitment, managing responsibility, and sportsmanship.</p>
<b>REFERENCES</b>	
<p>Mr. George Joseph          POA Class Advisor          Yio Chu Kang Secondary School          Tel: 97854389          Email: <a href="mailto:joseph_cuthbert_george@moe.edu.sg">joseph_cuthbert_george@moe.edu.sg</a></p>	