

# How Wei, Shawn

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## Skills

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### Technical

- Proficient in Xero Cloud Accounting Software
- Basic Knowledge of IRAS Tax Codes and Regulations

### Soft

- Problem Solving
- Team-Player
- Accountability

## Education

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**Temasek Polytechnic** | Accountancy & Finance

**Apr 2022 - Present**

**Completed Modules in:**

- Fundamentals of Taxation
- Company Accounting
- Financial Accounting
- Cost Management Accounting
- Business Accounting

**ITE College Central** | Higher Nitec in Accounting

**Apr 2021 – Mar 2022**

**Completed Modules in:**

- Financial Accounting
- Accounting in Business

**ITE College Central** | Nitec in Finance Services

**Jan 2019 – Dec 2020**

**Edgefield Secondary School** | GCE “N” Levels

**Jan 2015 – Dec 2018**

## Experience

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**Numbers Management** | Internship

**Oct 2021 – Mar 2022**

- Assisted in handling Accounts Payables/Receivables
- Posted & kept track of invoices, bills etc.
- Usage of Excel for better understanding of transactions
- Usage of Xero Cloud Accounting Software

**IKEA** | Restaurant Food Ambassador

**Dec 2020 – Mar 2021**

- Handling enquiries of customers and resolving of disputes
- Assisted customers and increasing customer's experience
- Managing of queue system
- Ensuring customers are enforcing to the safety regulations

## Awards & Achievements

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ISCA Cares Bursary	2023
Edusave Merit Bursary	2022
CDC & CCC - ITE Scholarship	2019
Best Business Idea and Booth Design	2019
2nd for Halogen Business Entrepreneurship Idea	2017

## Co-Curricular Activities

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### Temasek Polytechnic

<b>Accountancy and Finance Interest Group</b>   Sub-Comm	<b>Apr 2022 – Present</b>
• TPSmart Facilitator	

### ITE College Central

<b>Student Icons</b>   Video Production Team	<b>Apr 2019 – Dec 2020</b>
• Assisted in recording and editing of videos	
• Suggested new ideas for video production	

<b>Entrepreneurship Club</b>   Member	<b>Jan 2019 – Dec 2020</b>
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## Voluntary Work

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<b>Financial Literacy Workshop</b>   Facilitator	<b>Apr 2022 - Present</b>
• Provide budgeting, saving, investing and financial goal settings skills	
• Explaining of current debt and equity instruments available in the market	
• Discussing of available career path and opportunities	

<b>One Hearts @ Republic Polytechnic</b>   Volunteer	<b>May 2023</b>
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<b>Teck Ghee Community Centre East Youth Network</b>   Volunteer	<b>Oct 2019</b>
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<b>Purple Symphony Concert</b>   Volunteer	<b>Aug 2019</b>
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