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| Yan Zhan Bin **Vin**  **Mobile Phone:** 8500 0098 | **E-mail:** rbrown@grab-talent.com | NRIC: S8857XXXZ  **Date of availability:** 1 month notice | **Expected Salary:** $2500 | **Reason of Leaving:** Career Development  **Language:** Mandarin, Cantonese & English | **Computer Proficiency:** MS office, MYOB, CRM | | | |
| **Career Objectives** | | | |
| A conscientious and responsible person with well-developed problem solving and analytical skills, who is keen to learn new skills from the work experience and abilities to apply theories taught from the University of Queensland (The Group of Eight, Australia) and contribute to success of the company. I look forward to enhance my expertise in Account knowledge and other relevant skills. I am an ambitious individual who wants to learn and develop under the guidance of those who are at the top of their field and then use those skills to become an expert myself. | | | **C:\Users\account\Desktop\20012015.jpg** |
| **Highest Education Qualifications** | | | |
| **The University of Queensland, Australia (campus: Brisbane, Australia)** | | | |
| Dec 2012 | **Master of International Economics & Finance** | | |
| Dec 2010 | **Bachelor of Commerce with majors in Accounting & Finance** | | |
| Plan to pursue Professional Level for ACCA qualification in 2016 (granted exemptions for Fundamentals Level) | | | |
| **Experiences** | | | |
| **12/2013 – Current** | | **Account Executive**  ***Cayman Management Consultants Pte. Ltd. Http://www.cayman.com.sg***   * Introduce and implement accounting system – MYOB. * Issues invoices & receipt, statement of account and prepare aging report. Collect payments, contact customers regarding overdue accounts and determine reasons for non-payment. Recommend bad debt write-offs. Maintain accurate records about the customer payment status. * Records incoming supplier invoices with three-way matching. Pays suppliers when due and take all economical supplier discounts. Process expense reports and reconcile accounts payable. Issue reminders to suppliers regarding uncashed checks. * Prepare periodic bank reconciliations. Prepare and submit Productivity and Innovation Credit (PIC) applications, Innovation & Capability Voucher (ICV) applications. Assist in Form C-S & Estimated Chargeable Income (ECI) Forms. * Provide financial information to management to facilitate decision making; ensure company performance meets management’s expectation including setting monthly sales target; and to provide advices for long term business plans and timeline to support growth. * Calculates and issue paychecks for gross pay, allowance and commission. Maintain leave records and submit monthly CPF. Prepare IR8A forms and IR21 (foreign employee who is leaving Singapore) forms for employee tax filing. | |
| **03/2013 – 07/2013** | | **Accountant Assistant**  ***Shenyang Heng Mei Tai Commerce and Trade Co., Ltd., China***  Responsible for bookkeeping; assisted the chief financial officer in financial budget management; tracked daily sales volumes and account receivables; established payment collection mechanism. At the same time, in charge of inventory management and records in warehouse and stores; as well as inventory distribution. | |

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| **Other Education Background** |

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|  | Business Foundation | Taylor's College, Malaysia | Jul 2007 |
|  | Cambridge GCE O-LEVEL | Sir Utama International School, Malaysia | Jul 2006 |

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| **Trainings & Skills** |
| * MYOB Accounting Training *(Provider: 361 Degree Consultancy Pte. Ltd. Singapore)* * MYOB Course *(Provider: Bizmate Pty Limited, Australia)* |
| * Customer Relationship Management System – CRM *(Provider: Estorm Technologies Pte. Ltd., Singapore)* |
| * Certificate of Employment Intermediaries (CEI) with EFMA (Provider: Singapore Polytechnic, Singapore) |
| |  |  | | --- | --- | | Leadership Skill: | * Board of Prefects in secondary school | | Computer Skills: | * Windows Operating System, and Microsoft Office Applications (Word, Excel, PowerPoint & Outlook) * MYOB * Customer Relationship Management (CRM) system * Experienced in both computer system setup including hardware and software, and computer problem solving. * Acrobat PDF editor. * Quick learner in using all kind of computer software. | |