

**candidate details**

**name :** Chen Mei Mei

**notice period :**Immediate

**work-right status :** Singapore

**reason for leaving :** Seek greater exposure and take a break

**executive summary     : -**

* Bachelor degree in Banking and Finance
* Mei Mei possesses nearly 4 years of working experience in the accounting and finance function. She started her career with HAVI where she rotated from Data Analyst role to Analyst role. In her roles, she has experience forecasting packaging spend for markets in Asia Pacific, Middle East and Africa region. She also developed dashboards and reports to improve reporting efficiencies.
* Mei Mei speaks well, and comes across as a committed individual who has a good learning attitude.

**Work Experience**

**Analyst**

**HAVI / 1 Jan 2017 – 31 May 2019**

* Forecasted packaging spend for markets in the Asia Pacific, Middle East, and Africa [APMEA] region
* Analysed quarter on quarter forecast against actual spend variances
* Collaborated with cross-functional teams globally in the implementation of DC data capture tool
* Developed Packaging Fee report for APMEA markets
* Developed Dashboards and reports to improve reporting efficiencies
* Effectively managed the volume incentive rebate scheme to ensure proper allocation of rebates. Performed analysis on suppliers’ data and developed a report to easily identify outliers
* Coordinated between inter-departments to ensure stakeholder requirements were being translated into reporting deliverables
* Drive and managed process improvements by increasing productivity of reporting processes by 5%
* ERP system: JD Edwards

**Data Analyst**

**HAVI / 22 Jul 2015 – 31 Dec 2016**

* Supplier’s Performance Index – due diligence of suppliers that involved Financial Statement analysis and Ratio analysis
* Communicated and coordinated with suppliers to ensure timely submission of data
* Worked closely with suppliers and internal stakeholders to ensure credibility of data
* Coordinated any price changes across the different teams and maintained the prices in the system
* Synthesized data from suppliers to provide an overview on the capacity outlook across the different product categories

**Temporary Accounts Assistant**

**Van Oord Dredging and Marine Contractors bv / 23 Jun – 12 Sep 14**

* Ensured accurate and timely keying of Journal Entries (Accounts Payable) and attached the relevant invoice, purchase order and good received note
* Verified the invoices and payments by ensuring the amount paid tallied with the relevant invoices and documenting the relevant bank details
* Recorded the amount of various foreign cash on hand
* ERP system: Agresso Business World
* Reason for leaving: Start of new school term

**Accounts Assistant**

**Hitachi Construction Machinery Asia and Pacific / 5 May – 5 Jul 11**

* Analysed the Exchange Gain/Loss Report to spot any discrepancies in the figures
* Detailed keying of Journal Entries (Accounts Receivable) and making sure it balances
* Documented details of the Loans and Time Deposit
* ERP system: HMAP software
* Reason for leaving: Start of new school term

**Tax Administrative Staff**

**Inland Revenue of Singapore / 8 Mar – 17 Apr 10**

* Provided good and prompt customer service daily by issuing PIN No., Queue No., and Passwords to Taxpayers
* Helped taxpayers to file their personal tax by keying in their annual income and the correct amount of allowable deductibles into the system
* Reason for leaving: End of internship

**Education**

* **BSc Degree in Banking and Finance**

University of London – Singapore

Institute of Management

2016

* **Diploma in Accountancy**

Singapore Polytechnic

2011

**Skills**

* **Microsoft Excel**

8/10

* **Microsoft Word**

8/10

* **Microsoft PowerPoint**

8/10

* **English**

Written [9/10], Spoken [9/10]

* **Chinese**

Written [7/10], Spoken [7/10]