**Ms Cirilla Rizzo**

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**Singapore** **Permanent Resident**

# Career Objective

To pursue a highly challenging career in the field of Financial Accounting, Taxation & Auditing. With my experience in accounting in different industries, I am able to provide accurate financial reports that is understandable and fulfils the management’s requirements.

# Summary

* Three Plus years’ experience in preparing, managing, auditing, reporting of financial statements for large MNC’s, Small & Medium Businesses and Start-ups
* Expertise in independently managing end financial system required in a firm such as Accounts Payables, Accounts Receivables, Employee Travel expenses, GST, WHT, Payroll Management, Invoicing, Bank Recons, Processing payments.
* Ability to learn and apply new Software skills quickly- learnt and extensively used various Software: SAP ERP 7.4 , QuickBooks Accounting System, Tally 9.1, Xero Accounting Software
* Experience in working across Asia Pacific region with focus on ASEAN countries
* Keen learner, highly motivated by new challenging assignments

# Professional Experience

## **Accounts Assistant,**

ALCATEL – LUCENT (A NOKIA CORPORATION), Singapore OCT 2015 till to Present

Key Responsibilities:

* Reporting to CFO, responsible for performing complete Accounts Payable Function, Employee Expense claims, Periodic financial management reports for assigned business entities in Singapore or other APAC Regions.
* Prepare Quarterly Goods & Services Tax (GST) and Withhold Tax submission & liaise with local authority (IRAS)
* Dealing with different currency payments involving SGD, USD, EUR, GBP, and BND & ensure payments are processed in time
* Interacted with banks, external clients and vendors such as SingTel, Star hub, DHL, Ericson etc.
* Auditing inter-companies /external vendor’s statement of accounts VS SAP records and ensure financial data is posted timely & accurately.
* Expertise in developing management reports monthly, quarterly and Annual Profit & Loss.
* Worked closely with (E&Y) for 2015 audit.
* Co-ordinating with counterparts APAC on AP matters like preparing payment listings, generating payment proposal & review posting journal entries.
* Monitor ageing for creditors’ control and follow up on outstanding invoices and requests
* Follow up on outstanding purchase order (PO) and goods receipts
* Handle Shared Services Centre’s queries on invoices & liaise on invoice posting issues.
* Reconciliation of vendors’ statement of account & Handle employees’ query on XMS
* Assist in monthly/quarterly book close such as preparing MJE

**Account’s officer & Admin,**

MK Hi Tech Engineering College Pte Ltd, SingaporeMAY 2015 till to AUG 2015

Key Responsibilities:

* Reporting to company Director for all admin & finance operations.
* Payroll processing
* Hands on all finance and admin functions &documents checking.
* Participating in preparation of monthly Cash flow & Balance sheet
* Reporting of relevant taxes Goods & Services Tax.

**Deputy Accounts Manager**,

Guru Construction Pte Ltd, Singapore MAY 2014 to April 2015

Key Responsibilities:

* Reporting to company Director for invoicing AR, AP issues and Payroll management
* Handle Full sets of Accounts Payroll management of over 150 employees
* Prepare invoices for clients & Record Daily Expenses & documents checking, maintaining files of Accounts
* Ensure timely submission of CPF.
* Preparation of monthly and quarterly Profit & Loss and Balance sheet.
* Advise the company director on the financial situation of the company.

**Accountant,**

Bharti Vidhyapeeth, College, India  Sep 2013 – April 2014

Key Responsibilities:

* Counter cash collection.
* Maintaining Cash Books & Cash flow Analysis
* Preparation of Petty Cash & payrolls
* Reporting of relevant taxes of individuals, Income Tax Return

**Academic Records**

* Tax Programme Level 1(GST) from Tax academy of Singapore, IRAS, Singapore in 2014.
* Masters (MBA Finance) 2013, India.
* Masters of Commerce (M.Com) 2013, India
* Bachelor of Commerce (B.Com) 2011, India.

**Software Knowledge & Skills**

* Software Experience & Skills:
  + SAP 7.4
  + QuickBooks Accounting System
  + Tally 9.1
  + Xero Accounting Software
* PC Literacy: MS Word, Excel, PowerPoint,Outlook
* Diploma in Computers Applications