**PERSONAL PARTICULARS**

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| Name: | Hector Sumter | ­ |
| Date of Birth: | 16th August 1976 |
| Age: | 38 |
| Gender: | Male |
| Marital Status: | Single |
| Nationality: | American |
| Expected Salary : | $ 3,800 |
| Date of availability: | Immediate |
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**CONTACT INFORMATION**

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| Contact No. | +1-666114385 |
| Email: | Hsumter76@live.com |
| Mailing Address: | 3929 Lowndes Hill Park Road, Bakersfield, CA 93301 |

**CAREER OBJECTIVE**

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| Seeking for a position where my extensive professional skills and knowledge can be utilized towards the contribution of the company's success combined with a Bachelor of Accounting. |

**EDUCATION & QUALIFICATIONS**

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| **Bachelor (Hons) of Accounting** | **December 2011** |
| *University of Hertfordshire,United Kingdom* | |
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| **Business Foundation Programme** | **December 2008** |
| *Inti International College Subang,Malaysia* | |

**SKILLS**

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| **Computer skills:**   * + - Expert in MYOB accounting software     - Proficient in Microsoft Office Suite (Word, Excel, Power Point)     - Basic in ERP SAP, Infor LN   **Language Skills:**   * + - Fluent in English, Mandarin and Bahasa Melayu     - Able to speak Cantonese and Hokkien |

**RELATED EXPERIENCE**

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| **Accounts Executive**  *TEHO Property Consultants Pte Ltd* | **July 2015 – November 2017** | |
| * Handle full spectrum of accounting duties and daily accounting operational matters * Issuance of sales invoices which requested by Property Valuation department * Update daily bank transactions and customer payments * GST reports preparation and submission * Prepare timely month-end closing and submission of management accounts * Prepare and maintain monthly balance sheet schedules such as fixed assets, prepayment, accrual etc. * Process Credit Note and refund to customer if necessary * Prepare, verify and process suppliers’ payment and staff reimbursement * Liaise with external auditors, corporate secretary and tax agent accordingly during financial year-end audit * Reconcile bank and inter-companies balances * Monitor the company cash flow and assist Finance Director in yearly budgeting   *Reason for leaving: Company restructuring* | | |
| **Accounts Officer**  *Frontken Projects Pte Ltd* | **March 2014 – June 2015** | |
| * Handle full set of accounts (AR/AP/GL) * Monitor daily bank balances and prepare monthly bank reconciliation * Preparation of quarterly GST report * Handle company's petty cash, verify and process staff claims * Prepare monthly management sales report and debtors’ aging report for HQ * Reconcile inter-companies balances * Prepare monthly management reports and balance sheet schedule * Update and maintain monthly fixed assets, work in progress, hire purchase and term loan schedule * Prepare monthly creditors ageing, proposed payment and supplier payment * Maintain records of supplier's profile * Liaise with external auditors during financial year-end audit   *Reason for leaving: Seeking for better job opportunities* | | |
| **Assistant Accountant**  *NSC Management Services Pte Ltd* | | **April 2012 – December 2013** |
| * Prepare and full set of accounts for several clients * Review and prepare quarterly GST submission * Preparation of bank reconciliation and audit schedules * Assist in compilation reports and financial reporting * Assist in month-end closing of accounts   *Reason for leaving: Change in career pathway* | | |