

# SABRINA BINTE AB MAJID

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Age / DOB: 37 years / 9 Oct 1978  
Nationality: Singaporean



## KEY STRENGTHS

- Excellent communication skills
- Responsible
- Fast Learner
- Proactive
- Highly inquisitive
- Adaptable

## SKILLS & PROFICIENCIES

- PC Literacy: MS Word, Excel, Access, PowerPoint, Publisher, Outlook, Lotus Notes, Internet savvy, typing at over 80 words per minute
- Software Experience: Quickbooks Online, SAP, Oracle, Pronto Xi, SUN system, MYOB (Statement of Attainment in MYOB Accounting), Xero (Xero Certified Partner), Navision, ACCPAC, HSBNet, Standard Chartered Straight2Bank, OCBC Velocity, Markview, AS400, GIT, Timesoft Payroll
- LANGUAGE Proficiency: Excellent spoken and written English and Malay.

## EDUCATION

Mar 2005 - Aug 2006	<b>Bachelor of Business Administration</b> , CGPA 4.9 University of South Australia.
Mar 1997 - Mar 1999	<b>Diploma in Business Studies</b> , (Marketing & Management) AIT TAFE Center.
Jul 1995 - Feb 1996	CBS Secretarial, ITE Bishan (Incomplete)
1991 – 1994	Secondary education, Graduated with 4 <b>GCE 'O' Levels</b> Hai Sing High School. (B3 in English)

## EMPLOYMENT EXPERIENCE:

<b>Jun 2015 – Present</b>	<b>Executive Assistant to CEO (part time), Bankerbay Technologies P L</b> <b>Reason for Leaving: CEO relocating, seeking a new role</b>
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As the CEO's Executive Assistant, my duties include:

- Providing administrative and business support to the CEO; for both company and personal matters
- Managing an extremely active calendar of appointments
- Preparing expense reports
- Arranging complex and detailed travel plans and itineraries
- Grant applications – NTU, IE Singapore

- Working closely with the external company secretary/accountants to ensure that required documents are submitted on time
- Preparing reports, drafting letters and Powerpoint slides
- Preparing documents for various grant applications
- Bank reconciliations of the CEO's personal and company credit cards
- Assisting with audits for the current company as well as a dormant one
- Business visa application
- Compiling the required documents for the CEO and his spouse for their relocation application

**Dec 2014 – Feb 2015**

**Office Manager, Totachi Industrial Pte Ltd**

**Reason for Leaving: Retrenched due to restructuring**

Reporting directly to the CEO, I was in charge of all the accounting, administration and HR functions including:

- Payroll for all staff including commission calculations, CPF and reservist payments
- Leave administration for all staff
- Developing and implementing office policies such as Travel policies, Expense Claim policies, HR policies
- Employee recruitment, onboarding and termination
- EP and DP applications
- IR8A and IR21 preparation
- In charge of all accounts payable and accounts receivable
- Worked closely with Sales Team to ensure customers paid us on time and to follow up on outstanding payments
- Initiated petty cash float and revamped the expense claim process, in charge of both petty cash and expense claims
- Payroll for office cleaner
- Filing PIC claims
- Managing all incoming and outgoing mails
- Weekly supplier reconciliations to ensure payments are made on time
- Daily and monthly bank reconciliations to ensure all transactions are accounted for
- Sourcing and negotiating of payment terms with stationery and printing suppliers, office equipment suppliers, courier services etc
- Managing the upgrade of the telephone system to IP
- Managing and negotiating the terms for the upgrade of the company's copier
- Setup filing system for the office

**Aug 2014 – Nov 2014**

**Accounts Executive, Grindrod Shipping Pte Ltd**

**Reason for Leaving: End of contract**

Working with the finance controller and CFO, I was in charge of the accounts payable and receivable functions including:

- Being solely in charge of the local accounts payable function for 3 main entities and several smaller entities. Duties included coding and keying in invoices into SAP, setting up of payments and creating new bank templates in Straight2Bank, processing paid payments into SAP and filing
- Backup for the Senior Accountant – in charge of the cashbook, ensure that there were sufficient funds for payments, weekly cash reportings, requesting for forex transactions with the bank when there are payments in other currencies besides USD, SGD, JPY
- Working closely with HQ to ensure that daily payment requests sent via email have complete documentations before signing off and forwarding them to the CFO for final approval
- Monthly supplier reconciliations to ensure payments are made on time
- Liaising with all local suppliers regarding any invoice issue
- Accounts receivable function – Work closely with the AR accountant and HQ to process all incoming funds relating to freight, also in charge of monthly AR reconciliations

**Jan 2014 – Jun 2014**

**Office Manager / Accountant, Swissmarine Asia Pte Ltd**

**Reason for Leaving: End of contract**

Working with the CFO, HR manager and accounts/admin team based overseas, I was in charge of all accounts and admin functions including:

- Sourcing and negotiating of payment terms for the implementation of a regular hotel (for visiting overseas colleagues), stationery supplier, IT vendor for the local office, courier services etc
- Hotel and travel bookings
- Managing the upgrade of the recording and telephone system to IP
- Implementing a group insurance policy for the local employees
- Keeping up to date with the latest MOM, IRAS requirements and advise the foreign based HR manager and CFO respectively
- In charge of all accounts payable and accounts receivable
- In charge of petty cash and expense claims
- Daily and monthly reconciliation and reporting for various bank accounts
- Working closely with the auditors for filing of company taxes; including ECI
- Payroll for office cleaner and leave administration for all staff in Singapore office
- Filing PIC claims
- Managing all incoming and outgoing mails
- Setup filing system for the office

**May 2013 – Current**

**Business Manager, Project Infinity (Ad-Hoc, Family Business)**

Working directly with the owner of an R&D startup, I am in charge of all accounts and admin functions including:

- Initial company registration with ACRA
- Preparing business plans and Non Disclosure Agreements
- Doing cash-flow projections, budgeting as well as handling the treasury function of the business
- Conduct feasibility studies relating to the business and coming up with new ideas to improve the company's productivity and sustainability
- Patent submission and payment
- Sourcing out new vendors and setting up meetings to discuss the company's requirements
- Keeping up to date with the latest MOM, IRAS requirements
- Ensuring that the company's expenditures are accounted for

**Nov 2012 – Apr 2013**

**Accounts Payable Support Specialist, Softenger Singapore Pte Ltd**

**Reason for Leaving: End of contract**

I was based at Visa Worldwide Singapore as part of the APAC Shared Services Accounts Payable team. Using Oracle, my responsibilities included:

- Processing purchase order, non purchase order invoices, payment requests as well as meeting expense reimbursements and ensuring payment and process controls comply with the company's accounting policies.
- Ensuring proper archiving and routing of invoices for approval via scanning into 170Markview.
- Recording indirect taxes appropriately by ensuring Withholding Tax and GST are properly accounted for and coded correctly.
- I also assisted researched and resolved invoice and payment issues with internal employees and external vendors.

**Nov 2010 – Oct 2012**

**Accounts Executive, Archipelago Resources Plc**

**Reason for Leaving: Position made redundant due to restructuring**

As the only Accounts Payable staff and reporting to the Group Accountant, my key responsibilities included:

- Management of end-to-end accounts payable for all the Group companies and projects in Pronto Xi.

- This includes invoice processing; from coding, keying into the system, setting up payments in multiple currencies (via HSBCnet and ANZ Transactive) to processing the completed payments.
- Other duties included updating the daily cash flow, processing and reimbursements of staff claims and director payments, processing of petty cash and corporate card payments, updating the prepayment schedule, posting bank fees journals and to ensure that multiple accounts were maintained in an effective, up to date and accurate manner.
- I was also responsible for filing the company's VAT and GST returns.
- Besides handling the corporate office's accounts payable function, I also assisted the Vietnam site office with regards to their invoices and payments and I was also responsible for updating their invoice registry.
- I also liaised with suppliers in various countries regarding payments.
- Every month end, I was responsible for the accounts payable reconciliation, inter-company invoicing, analysis of director expenses as well as preparing various reports to ensure that accounts payable is balanced.

**Apr 2010 – Aug 2010**

**Accounts Executive, Asia Reinsurance Brokers Pte Ltd**  
**Reason for Leaving: End of Contract**

Working closely with the finance director, I was responsible for the finance and accounts related function of the organization.

- Using Vision Excel and Sun, my duties included daily banking and recording, monitoring of sundries, operating receipts and payments (via HSBCnet).
- I was in-charge of full month-end closing activities which included checking the system against actual payables and receivables, raising and posting of journals and debit notes, bank reconciliation as well as preparing and monitoring balance sheet and profit loss schedules.
- I also handled prepayments, accruals, the fixed assets register and assisted the finance director in the preparation of management reports and consolidated accounts.
- My other responsibilities included monitoring of trade receipts & payments, preparing reconciliation for clients' and re-insurers' books as well as monitor chasing, collection and payment process of trade debtors and creditors using Impact System.
- I was also in charge of petty cash and expense claims for the organization.

**Jan 2009 – Aug 2009**

**Accounts Executive, Australian & New Zealand Association**  
**Reason for Leaving: End of Contract**

Reporting to the general manager, I was solely responsible for the whole accounts related function of the organization.

- Using MYOB, I handled the full sets of accounts which included invoicing, receiving, receipting, refunds, bank reconciliations, expense claims, fixed assets and depreciations.
- Another major responsibility was the updating of the monthly financial reports which included budgeting and profit & loss breakdowns.
- My duties included manually calculating and processing salary and commission for staff, supplier payments, CPF filing and EP applications.
- I also updated excel spreadsheets based on receipt books which included member subscriptions, sports subscriptions, advertisement bookings and tours.
- At the end of every month, I did reconciliations for the organization and its subgroups based on these spreadsheets.
- I also prepared IR8A forms for the employees and assisted the auditors during the yearly audit.

**June 2008 – Nov 2008**

**Finance Assistant, Success Human Resource Pte Ltd**  
**Reason for Leaving: Retrenched due to downsizing**

**Based at Daiwa SMBC Limited**, a Japanese investment bank, I was in charge of processing payments and expense claims of three departments; Daiwa Securities, Daiwa Futures and Daiwa Investments.

- For Daiwa Securities and Futures, I was solely responsible for all expense claims which included petty cash, business travel, entertainment and gift claims.
- I also handled airfare invoices, from processing, liaising with the travel agent on any issues and ensuring that they tallied with the monthly credit card statement so that payments could be released.
- Another major responsibility was the processing of staff mobile claims and company leased line subscriptions with the three telcos.
- My duties also included issuing cheques for Daiwa Securities and Futures for income tax, course related and season parking payments.
- I handled the monthly travel/expense related invoices between Daiwa Securities and Investments.
- Using the KTP system, I then proceeded to debit/credit funds into the respective company accounts. I also prepared swift forms for monthly supplier USD payments.
- Every month end, I was responsible for accruals, updating the prepayment lists and also processing payroll/CPF payments for the Futures department.
- Due to the overlapping nature of my duties, I liaised very extensively with the secretaries of all the departments involved.

**Mar 2007 – June 2008**

**Accounts Senior, Stone Forest Accountserve**  
**Reason for leaving: Gain new experiences**

An outsourced member of Stone Forest's outsourcing team, I was **based at Avanade Asia** as an AP Analyst. Reporting to the financial controller, I was part of the APAC Shared Services team and in charge of the accounts payable functions for the Australia & Japan branches.

- Using Microsoft Navision, I handled invoice and credit memo creation, payments and posting of cash receipts. I also handled urgent payment requests, inter-company payments and G/L posting.
- I liaised extensively with counterparts in these Australia and Japan via email and instant messaging regarding all accounts payable issues.
- Another major responsibility was the time & expense claims for employees in 6 countries. Every fortnight, I compiled these claims and created a claims/expense report for all the country finance managers. Once the claims were approved, I proceeded to make payments via Navision and EFT through Bank of America.
- I worked closely with the GL accountant on bank reconciliation reports and assisted the accounts manager on adhoc reporting matters.
- I was also responsible for analyzing time & expense claims to ensure compliance with the company policy. Based on my findings, I prepared and uploaded fortnightly reports for management.
- I also kept track of the expense claims and liaised with employees on unresolved issues pertaining to the claims.

**May 2000 – May 2002**

**Customer Service Manager, Net Megastore Pte Ltd**  
**Reason for leaving: Company Closed Down**

Reporting directly to the CEO, my main duties included the daily downloading of the customer orders, fraud screening, procurement of CDs from various suppliers and locations and managing customer enquiries via email.

- I was promoted from Administration Assistant to Executive within three months. On top of my regular duties, I was also responsible for the operation of the e-commerce (IBM WebSphere) payment gateway, maintaining the in-house accounting system, handling of charge-backs, keeping track of returned merchandise and executing weekly and monthly reports for the company and its partners
- I was also in charge of updating of the DiscVault homepage
- I initiated a monthly customer newsletter and ensured the continuance of its high-level information dispatch.
- From July 2001 until the closure of the company, I took over the duties of the Customer Service Manager and handled the full spectrum of customer service duties.

LAST DRAWN SALARY: S\$5,000

EXPECTED SALARY: S\$4,000 - \$4,500 (Negotiable)

AVAILABILITY: **IMMEDIATE**