1. **Personal Particulars**

Name : Tan Bee Bee

Date of Birth : 5 December 1959

Age : -

Mobile/email : 12673829 / dummy1@gmail.com

Residential Address :

Gender : Male

Marital Status : Single

Race :

Nationality : Singaporean

Expected salary : $3,000

Availability : immediate

Interview Availability : immediate

## NS Information:

Served : 2 years

Duration :

Divisions Served :

Position :

## Academic Qualification

* **1972-1975**

Singapore-Cambridge General Certificate of Education "O" (Commerical),

Queensway Secondary School

* **1979**

Certificate in Booking, The London Chamber of Commerce & Industry

* **1981**

Certificate in Costing, The London Chamber of Commerce & Industry

1. **Work Experience**

* **Aug 2013 to Present - Accounts Manager - Enkei Express Pte Ltd**

This position reports to the director and the main duties were :-

- Take charge of all accounts receiveable & payables

- Keep the full set of accounts and liaise with the auditors

- GST Returns, etc.

* **2008 to July 2013 - Higher Clerical Officer - Nanyang Technological University**

- Working at the Office of Finance, Student Services Centre

- Preparing payment vouchers, reimbursed students, working on SAP system, etc.

- Liaise with MOE

* **2006 to 2008 - BPA/SCM Assistant - Novartis (Singapore) Pte Ltd**

This position reports to the BPA Manager and the main responsibilities include :-

- To analysis sales data using SAP system

- In charge of month-end closing for logistics Dept

- Assist the accounts department in accounts payable.

1. **Skills**

Computer Skills : MS WORD, SAP, PEOPLESOFT

Language Skills : Spoken – GOOD

Written – GOOD