

Resume-Yap Lih Ming

- Name: Yap Lih Ming
- Contact No: +6 016 203 2009
- Age/Gender : 25 (female)
- E-mail add: ginnvy2012@gmail.com
- Address : No.27 JLN Desa 1/13, BDR
Country Homes
Rawang, D.E. Selangor, 48000.
- Expectation salary: RM 2,300 ±



-----SKILLS-----

✓ Familiar with MS Excel, Word, P.P & Access	✓ Familiar with accounting based software eg: UBS & MYOB
✓ Account Reconciliation	✓ Ethical approach
✓ Expertise in invoice & payment transaction	✓ Arrange & prepare for related document for bank facility (eg: BA & LC)

-----PERSONAL STRENGTH(S) -----

- ~ Willing to learn
- ~ Work independently
- ~ Co-operative
- ~ Ethical and professional in handling and performing highly confidential task

-----LANGUAGES-----

- ✓ Malay
- ✓ Mandarin
- ✓ English
- ✓ Chinese dialects (spoken)

-----EDUCATION-----

- 2006 graduate in S.M.K Sri Tebrau (Johor Bahru) –SPM
- 2012 graduate in TUNKU ABDUL RAHMAN COLLEGE Johor Branch
- Diploma in Accounting

-----CERTIFICATE-----

- Certificate for UBS Accounting
- Certificate for UBS Payroll
- Certificate of MYOB (Accounting System)

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-----EXTRA CO-CURRICULUM-----

- ❖ Participate in English Drama as emcee and actress in college.
- ❖ An active member of chess club in college.
- ❖ Participate in comprehensive dance club.
- ❖ Member of sport club in secondary school.
- ❖ Participate in Chinese poem competition.

-----WORK HISTORY-----

ACCOUNT ASSISTANCE, 12/2012 to 03/2014

YE JAYA HOLDING SDN BHD-Balakong

Job duties

- Supervise invoice processing, purchase order, expenses report, credit memos & payment transactions.
- Arrange & prepared documents to bank for applied facility eg: banker acceptance.
- Composed effective accounting report summarizing accounts payable & receivable data.
- Posted receipts to appropriate general ledger accounts.
- Monitored payments due from clients & promptly contacted client with past due payments.
- Coded & entered invoices each day into the in-house accounting software.
- Created cash report for accounting management.
- Reconciled discrepancies between ledger account & trial balance accounts.

Achievement:

- Account payable: successful to create excel sheet easy to remind the due date and arrange for payments
- Manage and prepare document for finance bank facility (eg: Banker Acceptance & Letter of Credit)
- Manage to prepare financial report for year assessment 2013
- Successful to reconciled discrepancies between ledger and trial balance

Reference:

Ms.Terri Cheong Pui Fun

Contact no: +6 012 685 8588

Current Company: Ye Jaya Holding Sdn Bhd

Position: Account Executive

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