

NAME

CHUNG SING LING

DATE OF BIRTH

21-03-1989

NATIONALITY

Malaysian

BRUNEI H/P CONTACT NUMBER

+673 - 888 2167

E-MAIL

arenechung@gmail.com

PROFESSION

Senior Executive

YEAR OF EXPERIENCE

Account Assistant - 1 yrs 6 mths
Accountant Assistant - 2 yrs 8 mths
Assistant Finance Manager - 1 yrs

OBJECTIVE

- I am a work oriented person , horneest and hardworking.
- Willing to adopt whatever responsibilities given to me.
- Can handle multi tasking if the situation arises and give immediate decisions if necessary but in conformity to the duties and responsibilities assigned to me.
- Can handle full sets accounts.
- Knowledge in UBS accounting & payroll software.
- Knowledge in Microsoft Office Excel & Word.
- I have good communication skills in Chinese and English.
- I believe with my attributes and capabilities,I could be a part of your success.

EDUCATION

Sunway			
College	:	Group Diploma in Accounting	(LCCI)
Date	:	November	2010
High School	:	SMK Sg Tapang	
Date	:	2007-2008	(STPM)
High School	:	SMK Penrissen No.1	
Date	:	2002-2006	(SPM)

