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## CAREER PROFILE:

Experience in area of accounting, audits, shipping and office administration support in varies industries, including trading, manufacturing, big 4 audit firm as well as government agency.

## EXPERIENCE:

Mar 2017 – Present

Admin cum Customer Service – SM Alliance Pte Ltd

- **Customer Service:** Liaising with car dealers and direct customers providing suitable insurance quotations and securing new business for the company. Handle and provide customer support with clients enquiries such as accidents claims matter and insurance renewal.
- **Admin:** upon confirmation of new business, assist to issue certificate of insurance to facilitate car sale transactions.

Aug 2014 – Nov 2016

Accounts Executive, Octopus Group Holdings Pte Ltd

- **Accounts Payable:** Review of payment vouchers / BRP / TR
- **Month End Closing for AP:** Handled month end closing activities independently. Responsible for accounting data entry, bank reconciliation and day to day operations of accounting functions. Proper Accounts Payable accounting records and system.
- Assisted in preparing AP - GST input tax reports and schedule

Jun 1996 – Jun 2014

Accounts Executive, Ponie International

- Reporting to the Managing Director and acted as team lead and managed a team of accounts assistants. Handled all aspects of Accounting. Actively involved in a joint-venture project and contributed to the success negotiation of the JV agreement.
- **General Accounting / Month End Close:** Handled month end closing activities independently. Responsible for accounting data entry, bank reconciliation and day to day operations of accounting functions. Maintenance of proper accounting records and system.
- **Accounts Receivables:** Handled AR including invoicing and reconciling customer accounts.
- **Accounts Payable:** Review of payment vouchers / BRP / TR
- **Payroll:** Prepare and submit payroll report using EASYPAY and process month-end payroll payment. Prepare IR8A statement for all staffs.
- **Tax:** Prepare GST schedules.
- Managing then leasing of 4 company-owned private properties.

- Any Ad-hoc duties as assigned by the Managing Director

Jun 1994 – May 1996

Audit Assistant, KPMG Singapore

- Assisted the Audit Senior and participate in audits
- Provides support to the audit department / team

Feb 1992 – May 1994

Accounts Assistant, Teng Fuh Holdings

- Assisted the Accountant in periodic accounting & GST reports, liaising with external auditor.

Feb 1991 – Jan 1992

Clerical Officer, PSD – Ministry of Finance

- Assisted in various administrative duties

**EDUCATION:**

1982 to 1986

Bendemeer Secondary School

1987 to 1988

Obtained 5 GCE “O” level credits  
Includes Maths and English Language

1990 to 1991

LCCI Higher Accounting certificate

**LANGUAGE PROFICIENCY:**

Spoken & Written

English and Mandarin

**SKILLS:**

Microsoft Office (Excel, Word)  
EASYPAY  
UBS accounting software

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**PEROSNAL PROFILE**

