**NEO WEE KONG (WINSTON)**



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**PROFESSIONAL EXPERIENCE**

**Summary:**

Over 6 years’ experience in the accounting field in Multi National Corporation and Local Large Companies. Specialising in AP, AR, GL functions, Management reporting, variance analysis, Fixed Asset and Inventory. Proven success in leading a team from beginning.  
  
Specialised skills:

* Negotiation with vendors (Procurement)
* Cost and Revenue Analysis
* Cost Awareness and Controls
* Resource Co-ordination and Management
* Technical Understanding (Software, Hardware)
* Legal Implications and Considerations

Enthusiastic, driven, meretricious and self motivated with keen belief in team idea generation, prioritisation and organisation.

**APEX LOGISTICS INTERNATIONAL (S) PTE LTD, SINGAPORE**

Financial Accountant (Full set of accounts)

**May’16 - Current**

(There are disputes between the shareholders, and has decided that Singapore operation will be closed down)

* APEX Logistics International has various operations across the globe (in freight forwarding business), however, in Singapore, we are a newly setup branch. In Singapore’s accounting team, there are 2 employees in charge of running this operation.
* I’m put to take charge of full set of accounting, that includes:
  + AP: Data entry for all AP invoices (approximately 300 invoices per month), payment, bank reconciliation
  + AR: Majority of the invoices are posted by the billing team. Therefore, I need to do due diligence check to ensure that GL code (i.e. COGS) are posted correctly. Need to chase for aged debts, update management AR status weekly reports. Around 200 regular customers in the company
  + GL: In charge of posting all the GL entries
  + Management reporting: Assist director to do management reports.
  + Other duties such as quarterly GST reporting, Fixed Asset tagging and monitoring, petty cash monitoring etc…

**Achievements:**

* Set up whole finance department from scratch. Over 800 thousands sales per month, with over 200 vendors and customers transaction per month. Set up new filing systems, billing templates, aging report etc. Although we have corporate offices, however, Singapore office is the first office to try out the new accounting software, Exact Globe. Also, except for certain management reporting formats, the rest of the reports (i.e. aging report, P & L, Balance sheet etc…) are not synchorise by the management throughout the group, therefore, individual stations has to come out with their own reports.

**Reasons for leaving:**

* There are disputes between the shareholders in Singapore, therefore, Singapore operations will be force to wind down.

**OHL (S) PTE LTD, SINGAPORE**

Accounting supervisor (AR, Billing, GL)

**Apr’15 – May’16**

* Responsible for the Accounts receivable function in both OHL (S) Pte Ltd & Speedway cargo services Pte Ltd (subsidary).
* Put in charge of the collection in OHL Singapore and Speedway Cargo Services. Assisting Financial Controller to review the Malaysia’s collection. A collection supervisor is assisting in the collection.
* Ensure billing for speedway are billed properly. Overseeing 2 billing clerks to ensure the completeness, accuracy of the billing.atch
* In charge of the GL function in speedway and all the local tax reporting (i.e. file GST, Withholding tax, claiming of PIC etc…).
* Monitoring the WIP and job accruals weekly. To ensure all relevant jobs are billed without delay by the ops and billing team.
* Assist superior to run and consolidate various reports weekly / monthly (i.e. CN reports, collection reports, new customer payment etc…)
* Assist in the yearly audit
* Set up communication & resolve conflicts within internal and external customers.
* Assist to review all newly created customer (i.e. run credit bureau search report)
* Participate in other ad hoc projects and any other duties as assigned.

**Achievements:**

* Improvise existing billing template by adding in extra checking mechanism to prevent double billing.
* Handle Singapore Post Ltd project with the ops from scratch.
* Able to meet up the tight datelines despite of the heavy workload
* Simplified GL entries (i.e. make the description of the entries more meaningful, eliminate duplicate double entries)
* Put in charge of archiving the finance documents.

**Reasons for leaving:**

* OHL Group was acquired by GEODIS. The management had confirmed that accounting staffs will be made redundant. My superior joined another freight forwarding company, and invited me along.

**AETOS SECURITY MANAGEMENT PTE LTD, SINGAPORE**

Finance Executive (AP, FA, Inventory)

**Oct’13 – Apr’15**

* Responsible for the overall Accounts Payables functions, GL Entries, monthly reconciliation and various accounting reporting functions, variances analysis, Fixed Asset, Inventory
* Supervised AP team consists of 2 AP Officers and 1 AP Temporary staff.
* Report directly to Finance Manager
* Code and process invoices for posting into accounting system
* Ensure that payments are processed timely and accurately via cheques / GIRO / Telegraphic Transfer
* Weekly cashflow reporting
* Liaises with internal and external customers. This includes resolving any disputes that arises.
* Participate in month end closing
* Monthly intercompany reconciliation and GST Report
* Assist to prepare monthly summaries, variance analysis, reports, and audit schedules, including bank reconciliation, statement of accounts reconciliation, prepayments, accruals, cash advance, deposits, and other balance sheet schedules.
* Ensure all invoices comply with both internal and external audit requirements
* Ensure all KPIs and deadlines are met.
* Fixed Asset Control, Disposal and addition
* Inventory control, stock check
* Verification and reimbursement of employees’ claims
* Assist accounting manager in audit matters and any other AP related issues
* Participate in other ad hoc projects and any other duties as assigned.

**Achievements:**

* Assist AVP to set up education program (procuring process) for procurement
* Build up the AP team from scratch when all AP officers had left the organization.
* Simplified work processes for AP officers (i.e. use excel functions like =sumif, =countif, =index to reduce time in sorting out information in excel file)
* Able to meet up the datelines despite of the heavy workload
* Exposed to Fixed Asset, involve in Inventory control (i.e. stock take and stock disposal check)

**Reasons for leaving:**

1. Relocating to Tuas. 2. Internal restructuring where headcount will be made redundant.

**SINGAPORE POOLS PTE LTD, SINGAPORE**

Executive Officer (Finance AP - Contract)

**May 2013 – Oct 2013**

* Accounts Payable function
* Supervised AP team consists of 3 officers
* Reported directly to Finance Manager
* Compliances - ensuring all regulations set by the management are met when processing payment
* Check the posting of invoices and claims in accordance to Company policy
* Verification of supplier invoices and process payments
* Verification and reimbursement of employees’ expenses
* Liases with IRAS tax officer regarding taxes enquiries (i.e. withholding tax)
* Assist in month end closing and reporting
* Preparing Quarterly GST Report
* Provide support and assist in other ad hoc duties

**Achievements:**

* First time leading a team of 3 officers. Build up good rapport & working relationship with team. Assist manager to do housekeeping for inactive accounts (AP & AR) hanging in the systems for several years.

**Reasons for leaving:**

6 Months contract ended

**PATSYSTEMS PTE LTD, SINGAPORE**

FINANCE EXECUTIVE (AP, AR, Billing, Payroll) FOR ASIA PACIFIC

May 2011 – April 2013

**Responsibilities:**

* Prepare and generate billing reports for clients to review
* Work closely with various departments to address & resolve disputes (from internal / external) arises
* To ensure payments are made before deadline (through GIRO / Telegraphic Transfer / Cheque)
* Conduct weekly review with HQ (in London) on Aging report
* Provide weekly forecasts to HQ (in London) on revenue collection
* Matrix hierarchy: reported directly to Financial controller and Commercial Director
* Credit control, monitor and management: ensure clients paid promptly, forecasting payment pattern, reviewing clients credit histories regularly
* Perform reconciliation of all receipts (revenue collection)
* Sole responsibility for overall performance, maintenance and improvement of the Asia pacific billing function
* Produced and analysed ‘what if’ scenarios for possible impacts on future revenues
* Manage all aspects of AP and AR functions
* Handle journals on expenses and revenues
* Monitor and update cash flow
* Staff reimbursements / petty cash management
* GST Return on quarterly basis.
* Manage staff personnel matters: payroll, payslip, insurance, annual income tax submission, pension (CPF, MPF and Superannuation) and work passes
* Collaborate with HR to maintain asset register list
* Assisting superior to prepare financial report
* Performing ad-hoc duties as and when assigned
* Communication with directors and senior managers was critical to this position
* Responsible for producing weekly aged debtor reports,
* Ensured the billing and invoicing met audit and local regulatory requirements
* Co-ordinated the credit control and debt collection process
* Liaised with operational Team to resolve technical issues with billing data collection.

As the previous HR left the role after I joined the firm, hence, I’m tasked to perform the HR duties for approximately 7 months before the new HR joined the firm.

**Achievements:**

* This was a front line role and involved much communication directly with clients and account management teams to ensure quick resolution to any billing issues and gain an understanding of changes in sales trends
* Within my 2 years in Patsystems, I have great exposures to Hong Kong, Singapore, Australia and Japan taxation, Payroll and different accounting duties
* Set up a standard way of formatting billing report (unformatted raw file with hundred thousand rows of entries) within hours. This has forced myself to learn and upgraded my excel skill to the advanced level
* Culture: there was less than 40% of Singaporean found in the Singapore office, hence, required to communicate with colleagues from different regions and background. This gave me the experience to enable me to work with different people across the nations.
* Assisting the HR duties for 7 months with no backlog when the new HR executive joined the firm
* Assist Financial Controller to co-ordinate office move

**Reasons for leaving:**

Major restructuring within company after acquired by Ion Trading (All HR, Finance, Marketing has left (or asked to leave) the firm when I resigned from my post)

**ORANGETEE PTE LTD, SINGAPORE**

PERSONAL ASSISTANT (TEMP)

Jul 2010 – April 2011

**Responsibilities:**

* Reported directly to Sales Director.
* Provide secretarial and administrative support to director.
* Simple contact updates through Microsoft Excel and webmail
* Research on recent transacted pricing (property) from the internet
* Handle any ad-hoc duties as assigned by management

**Achievements:**

* Assisting the director to film videos on successful sales person as an encouragement to the new joiners
* Transfer and update all emails contact from excel to email’s server
* Produce report on analyzing recent / past transacted property pricing

**Reason for leaving:**

* I’ve found a permanent job in Patsystems.
* I need to focus on my final year exam which was few weeks down the road when I resigned.

**CHEERS HOLDINGS (2004) PTE LTD, SINGAPORE**

HR ASSISTANT (TEMP)

Nov 2009 – July 2010

**Responsibilities:**

* Facilitation of Work Pass applications
* To perform administrative duties as required
* To execute payroll duties
* Perform data entry duties
* Assist in organising company events (i.e. Christmas party)
* Reported directly to HR manager
* Assist in recruitment: selection of applicants, interviewing candidates, participated in numerous recruitment fairs
* Handle any other ad-hoc duties/task as assigned

**Achievements:**

* Assist HR to recruit quality candidates (proven by reduce turnover)
* I was requested to assist fellow department heads in preparing the sales variances report for annual meeting with General Manager.

**Reason for leaving:**

Tight schedules from my lesson which disallowed me to work during weekdays in Cheers

**SKILLS AND LANGUAGES**

**SKILLS**

Vendor management, Finance, Analysis, Business Management, Budgets, Full Set Accounting

**LANGUAGES**

Written: Fluent in English and Mandarin.

Spoken: Fluent in English, Mandarin.

**APPLICATION SOFTWARE**: Proficient in Microsoft Office / Open Office Basic programming, Java, Visual Basic 6.0, MS SQL, SAP, ACCPAC, CargoWise

**DRIVING LICENSE**: Class 3

**EDUCATION**

RMIT UNIVERSITY, AUSTRALIA

Bachelor in Business Management (Major in Finance) 2008 – 2011

REPUBLIC POLYTECHNIC, SINGAPORE

Diploma in Information Technology (Specialise in IT Security) 2003 – 2006

I’ve already completed all my Chartered Accountant (CA) papers. Currently, I’m an associate member of CA.

**AVAILABILITY**: 1 month notice (negotiable)

**PROFILE**

**RACE**: CHINESE

**NATIONALITY**: SINGAPOREAN

**MARITAL** **STATUS**: SINGLE

**CURRENT** **SALARY**: $3600 (remuneration package includes 13th month bonus)

**EXPECTED** **SALARY**: $ (Negotiable)

**Reference Check**:

APEX Logistics International (S) Pte Ltd

* Finance Director: Liew Sing Seng (singseng.liew@apexglobe.com)

OHL (S) Pte Ltd

* Accounting Manager: Liew Sing Seng
* Regional Controller: Tan Poh Hoon

AETOS Security Management Pte Ltd

* Finance Manager: Julia Wong ([juliawong@aetos.com.sg](mailto:%20juliawong@aetos.com.sg))
* Vice President: Kelvin Ho (kelvinho@aetos.com.sg)

Singapore Pools

* Finance Manager: Chloris Wong 6216 8866
* Senior Executive Officer: Yap Kian Chuan 6216 8846

Patsystems

* HR Manager: Veronica Tang 6671 9740 / 91541919
* Finance Manager: Ken Lau 6671 9734 / 9733 1539
* Commercial Director: David Goggin 6216 0455

OrangeTee

* Associate Director: Alice Poh: 93889922