***PERSONAL PARTICULARS***

Name : Ms Mak Hwei Chin

Mobile No : 9792 8631

Email : [hweichinm@gmail.com](mailto:hweichinm@gmail.com)

Expected Salary : $6,500 - $7,000

Notice period : 1 month notice

**Profile :** An organized and a reliable Accountant with ISCA/ACCA membership, with a proven ability to produce timely and accurate financial and management reports. Analytical, self-motivated and seeking to add substantial value through Financial Reporting activity.

## WORK EXPERIENCE

1 Oct13 –Present **Bangkok Bank Public Co Ltd**

180 Cecil Street , Bangkok Bank Building

*Accountant*

* Preparation of daily, fortnightly MAS and some other monthly MAS reports (ie Liquidity reports) and quarterly/annual MAS deposit insurance reports.
* Prepares liquidity/funding diversification reports to internal stakeholders and other Head Office reports.
* Prepares quarterly GST reports and reviews nostro reconciliation.
* Reviews monthly audit schedules, journal and payment vouchers prepared by junior officers.
* Handled the migration of Fixed Assets from Easy Asset to Ready Asset system in Dec13 and other new systems testing.
* Assist in annual budgeting exercise, statutory accounts preparation and providing tax information to tax consultants.
* *Reason for leaving: Looking for broader/financial and management reporting experience.*

26 Apr13-13 Sep13 **Bank of America Merrill Lynch**

2 Harbourfront Place

*Financial Analyst General Accounting (Contract with Randstad)*

* Preparation of daily MAS and some other MAS reports.
* Preparation of monthly notes to accounts, and other reconciliation duties.
* Month end closing activities
* Review intercompany reconciliation/settlement, GST entries and other tasks prepared by an offshore team in India
* *Reason for leaving: Found a permanent reporting role.*

13 Sep12-31Mar13 **LGT Bank (Singapore) Ltd**

3 Temasek Avenue, #30-01 Centennial Tower, S(039190)

*Finance Executive (Contract)*

* Preparation of some weekly and monthly MAS reports and updating of monthly audit schedules. Assisted in statutory accounts preparation.
* Preparation of monthly accrual entries, posting of prepayment, payroll entries
* Expense management (ie staff and vendor claims), and GST reporting
* Participated in Avalog UAT (system upgrade) in Oct12.
* *Reason for leaving: End of contract*

2Apr12 – 31Aug12 **Credit Suisse AG**

One Raffles Quay, #23-01 North Tower, S(048583)

*Accountant*

• Preparation of timely management reports, monthly Analytical Review report with variances.

• Prepared monthly and quarterly Head Office reporting mainly in US GAAP and Swiss GAAP and other integration work.

• Month-end closing, preparation of accrual and general ledger entries.

* *Reason for leaving: End of integration work*

Mar10 – 1Apr12 **Clariden Leu Ltd (Subsidiary of Credit Suisse)**

80 Raffles Place #27-01, UOB Plaza 1, S(048624)

*Finance Executive*

• Preparation of monthly and quarterly Head Office reports to Clariden Leu Zurich mainly in US GAAP and Swiss GAAP.

* Prepared monthly management report-Analytical Review report with commentaries on variances, expense management, preparation of accrual, prepayment and general ledger entries. Assisted to provide support to external audit.
* Monthly Intercompany Break Reconciliation, and preparation of monthly bank reconciliation report.
* Worked with an IT colleague to implement paperless accounts payable system from Converga in May 2011.

• *Was transferred to Credit Suisse with the integration of Clariden Leu Ltd into Credit Suisse AG to do integration work.*

Nov09 – Feb10 Took a break to look for a reporting role.

7Aug06 – 9Oct09 **Credit Suisse**

10 Changi Business Park Central 2, HansaPoint #04-01

*Accountant, Accounts Payable (AP)*

• Verified and released the payment of London invoices which have been entered by AP processors, in accordance with Global Authorisation policy.

• Preparation of GBP nostro reconciliation, suspense account reconciliation, trade creditors reconciliation and duplicate payment report for manager’s review.

• Reviewed reports such as unapproved control group report and rejected payment reports and processed general ledger transactions.

• Participated in **Peoplesoft** upgrade (from version 8.0 to 8.9) User Acceptance Testing from April to May07

*• Reason for leaving: Took a break to look for a reporting role.*

13Jun05 – 27Jul06 **Barclays Capital Global Services Singapore Pte Ltd**

*Finance Exective*

• Delivered accurate processing and prompt payment of UK, Korea and Thailand expense claims.

• Provided trouble-shooting service to Users of the Concur system throughout Barclay’s UK and US operations.

*• Reason for leaving: I could not adjust to the London shift hours/New role offers progression.*

3Apr03 - 3Jun05 **BearingPoint Pte Ltd (formerly KPMG Consulting)**

*Accounts Executive*

• Prepared monthly financial analysis and reports for company management team (including Profit & Loss commentaries) to tight deadlines.

• Kept full set of accounts for Indonesia and Thailand subsidiaries including invoice processing, preparation of VAT reports, withholding tax reports, balance sheet schedules, cashflow forecasts and maintenance of fixed asset register.

• Provided support to external audit of year-end Thailand accounts

• Successfully undertook a number of initiatives and projects including development of templates and collation of US Expatriate costs for tax purposes.

*• Reason for leaving: Restructuring: Closure of Thailand office which led to reduced Thailand reporting work.*

2002 Successfully completed (1 year programme) final year of BA (Hons) degree in Accountancy Studies based on credits from ACCA Levels 1 and 2.

Oct00 - Jan02 **DP Information Network Pte Ltd**

*Accounts Assistant*

• Prepared timely financial and management reports in compliance with local FRS.

• Kept a substantially complete set of Singapore accounts, including accounts payable, preparation of expense forecast and cashflow forecast, monthly bank reconciliation, maintenance of fixed asset register and filing quarterly GST returns.

• Provided support to external audit of Singapore accounts.

• Supported project migration from Peachtree to **Sun Accounting System**.

*• Reason for leaving: Change in jobscope with greater emphasis on AR function.*

Apr00 - Sep00 **Dun & Bradstreet Singapore**

*Finance Executive (Credit services - Business Reports)*

• Managed the accounts receivable function for all Asian offices, including billing of invoices to customers /inter-company billings and preparation of weekly sales management reports.

• Analysed and prepared month-end journal entries and inter-company reconciliation reports.

*• Reason for leaving: An opportunity came up for me to learn and do full set of accounts at DP Information Network Pte Ltd.*

* 1. Successfully completed ACCA Levels 1 and 2.

May96 - Apr98 **CS First Boston Singapore Limited (Part of Credit Suisse Group)**

*Operations Officer*

• Provided efficient support to the settlement of a range of treasury deals through the creation of securities, customer accounts, and settlement instructions into POET system. Resolved problems with trade entries.

• Reviewed and maintained customer account documentation for Singapore and Hong Kong entities.

*• Reason for leaving: To do ACCA studies.*

Sep95 - Mar96 • Successfully fulfilled short term temporary assignments, including Union Bank of Switzerland and Societe Generale.

***EDUCATION AND QUALIFICATIONS***

Feb15 The ACCA Certificate in International Financial Reporting (Online cert.)

Jul11 **Member of ACCA (The Association of Chartered Certified Accountants)**

**Member of the Institute of Singapore Chartered Accountants (ISCA)**

Jan02 - Dec02 **BA (Hons) in Accountancy Studies (Second Upper Class)**

University of Portsmouth (UK) via Informatics in Singapore (distance learning).

Jul92 - Jun95 **Bachelor of Arts, Major in Statistics and Sociology**

National University of Singapore, Faculty of Arts and Social Sciences.

***ACCOUNTING SOFTWARE USED***

Peoplesoft, SAP, Customised Accpac, Sun Accounting System, Globus(T24), Avalog, IBM AS400

***IT SKILLS***

Microsoft word and excel, completed **AER** (Advanced Excel for Financial Reporting) in July 09.

Attended Dynamic Reporting and Data Crunching with Pivot Tables and Pivot Charts(Excel 2007) in Sep 2011.

Attended Using Excel What-if Analysis in Oct 2014.