Last Updated: 15 May 2017

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| Expected Salary :  **SGD 2,800** | **Pricillia Chan**  Account Executive at Banyan Tree Hotels & Resorts Pte Ltd   |  |  | | --- | --- | | Experience | 2 years | | Education | University of London External Programme  Bachelor's (2014) | | Nationality |  | | Mobile No. | 87000832 | | Email | pricillianame@gmail.com | | Age | 25 years old | | Location | Singapore | |

**Experience**

|  |  |
| --- | --- |
| Sep 2014 - Present  (2 years 8 months) | **Account Executive**  Banyan Tree Hotels & Resorts Pte Ltd |  Position level Asc Degree  Monthly Salary SGD 2,500  I am working in the indochina fund accounting department. My job consist of closing of full sets accounts of a few entities. This includes invoicing, payments, bank reconciliations and GST filing. A typical day at work involves working with colleagues from overseas, other departments, suppliers, buyers, auditors and bank officers. In my more than a year stay here, I have learnt a lot about responsibility, time management and interpersonal relationship. |

**Education**

|  |  |
| --- | --- |
| 2014 | **University of London External Programme**  Bachelor's  Major BSc Accounting and Finance  Grade Higher Sec |
| 2009 | **Jurong Junior College**  Higher Sec  Grade Asc Degree |

**Languages**

**(Proficiency level: 0 – Poor, 10 - Excellent)**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 5 | 5 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 2,800

Other Information

Education:

2011-2014 BSc (Hons) Accounting and Finance

Degree classification: Upper second

University of London International Programmes

Modules include:

• Financial Reporting

• Principles of accounting

• Management accounting

• Financial Management

• Audit and Assurance

2008-2009 A levels

Jurong Junior College

Employment history:

22 Sep- Present Banyan Tree Hotels and Resorts

Accounts Executive (Indochina funds)

• Closing of accounts of overseas subsidiaries and processing of payments

• Filing of GST.

• Preparing invoices, bank and inter company reconciliation and recording of transaction

23 Jun- 15 Aug 2014 C W Chow & Co

Audit Associate

• Assist in compilation of accounts, tax computation and simple audit procedure.

Jun- Aug 2012 Ricoh (Singapore) Pte Ltd

Data Entry Clerk

• Recording of service invoices and filing of documents

Jan-Jun 2011 Acumed Medical Group

Clinic Assistant

• Dispense of medicine, registering of patients and handling calls

Jan-Jun 2010 Maybank Singapore

Data Entry Clerk

• Update and check customers’ data, payments and loan amount

Co- Curricular Activities:

2011-2012 Muay Thai

• Member

2008-2009 Chinese Orchestra

• Member

• Picked up new instruments (Zhong Ruan and Peng Ling).

• Participated in Singapore Youth festival

2007 Student Council

• Member

• Helped to plan for a few school events.

2004-2007 St John Ambulance Brigade

• Secretary

• Staff Sergeant

• Helped to organize club activities

• Completed 199 hours of Community Involvement Programme

Computer literate: Microsoft Office (Excel, Word, and PowerPoint), Accpac, Navision and Audit Express, Hyperion

**About Me**

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| --- | --- |
| Gender | Female |
| Telephone Number | (+65) 67672660 |
| Address | Singapore, |