Last Updated: 22 May 2017

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| Expected Salary :  **SGD 3,000** | **Jiayin Kwek**  Account Executive at CAN TRADERS AND SERVICES PTE LTD   |  |  | | --- | --- | | Experience | 2 years | | Previous | student care teacher  sherwinn education group | | Education | Murdoch University  Bachelor's (Apr 2014) | | Nationality |  | | Mobile No. | 91709458 | | Email | jiayin\_8\_1991@hotmail.com | | Age | 25 years old | |

**Experience**

|  |  |
| --- | --- |
| Feb 2015 - Present  (2 years 3 months) | **Account Executive**  CAN TRADERS AND SERVICES PTE LTD |  Position level Asc Degree  Monthly Salary SGD 2,500  Assist in monthly closing reports, including bank reconciliations  Preparing of monthly statements  Prepares and file payment vouchers, as well as cheque receipts  Handles company's AR and AP and all accounting entries  Generate aging account analysis  Handles petty cash and staff claims  Assist in month end closing |
| May 2014 - Present  (3 years) | **student care teacher**  pro teach |  Industry Asc Degree  Position level Bachelor's  Monthly Salary SGD 1,400  Fetching children from their respective primary school to the childcare centre and ensuring that they are safe at all times.  Ensure that children are supervised at all times  Guide and supervise children in their school work  Provide tuition to the children (English, Maths, Science)  Plan and deliver the education program in accordance with the MOE syllabus  Implement programs to interact with the children  Keep accurate records of the children’s progress and behaviour in the centre  Communicate with parents in regard to the children’s behaviour  Maintain the cleanliness of the centre |
| Jan 2013 - Dec 2013  (11 months) | **student care teacher**  sherwinn education group |  Industry Asc Degree  Position level Bachelor's  Monthly Salary SGD 1,300  Fetching children from the school to the childcare centre and ensuring that they are safe at all times.  Ensure that children are supervised at all times  Provide a safe and secure environment for the children to feel comfortable  Guide and supervise children in their school work  Provide tuition to the children  Maintain the cleanliness of the classrooms  Serving the children meals |
| Sep 2011 - Feb 2012  (5 months) | **Accounts Assistant**  APPLIED SATELLITE TECHNOLOGY PRIVATE LIMITED |  Position level Asc Degree  Monthly Salary SGD 1,000  Preparing of invoices and other documents to customers  Assist managers in billing  Makes and checks necessary calculations  Answer inquiries regarding work being performed  Bank reconciliation  Filing of invoices into the appropriate files  Updating of excel sheet for accounts department |
| 2009 - 2010  (1 year) | **HR Assistant**  SIEMENS PTE LTD |  Position level Asc Degree  Monthly Salary SGD 1,500  Job postings on website such as Job Street  Screening of resumes from Job Street and short listing those that are suitable and forward them to the managers respectively  Schedule, coordinate and liaise with managers to arrange interviews with candidates  Booking of meeting rooms for managers  Arranging for managers from other countries to come over to Singapore to conduct interviews with the candidates  Fetching candidates from lobby and verifying their documents eg. Certificates, pay slip, IC, passport  Assist the team in creating letter of appointment (LOA)  Updating records of candidates  Creating P-Files and filings |

**Education**

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| Apr 2014 | **Murdoch University**  Bachelor's  Major Accountancy |
| Dec 2011 | **MDIS SINGAPORE**  Asc Degree  Major Business Mnagement  Grade Higher Sec |

**Skill**

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| --- | --- |
| Advanced | Microsoft Excel, Microsoft Word |

**Languages**

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

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| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 8 | 8 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 3,000

**About Me**

|  |  |
| --- | --- |
| Gender | Unknown |
| Telephone Number | 67849159 |
| Address |  |