Last Updated: 7 May 2017

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expected Salary :  **SGD 2,600** | **Teo Rong Hua**  Account Officer at Chang Cheng Mee Wah Pte Ltd (Previous)   |  |  | | --- | --- | | Experience | 6 years | | Previous | Account Officer  SPH RPMS PTE LTD | | Education | ACCA  Asc Degree (2014) | | Nationality |  | | Mobile No. | 97536281 | | Email | ronghua85@live.com | | Age | 31 years old | |

**Experience**

|  |  |
| --- | --- |
| Jun 2015 - May 2017  (1 year 11 months) | **Account Officer**  Chang Cheng Mee Wah Pte Ltd |  Position level Asc Degree  Monthly Salary SGD 2,480  • Billing of invoices (Inter-Company and external rental)  • Key-in of cash and cheque receipts into system  • Calculation of interest charges to be bill on overdue rental payment  • Bank reconciliation  • Prepared coffee shop profit and loss report  • Analysis of outstanding collection and chase for payment  • Send letter of demand to debtor  • Support in month end closing  • Ad-Hoc duties |
| Jun 2014 - May 2015  (11 months) | **Account Officer**  SPH RPMS PTE LTD |  Position level Asc Degree  Monthly Salary SGD 1,980  • Billing of invoices (Inter-Company, external and variable rental)  • Calculation of interest charges to be bill on overdue rental payment  • Key-in of giro and cheque receipts into system  • Bank Reconciliation  • Issuing and recording of shopping vouchers to campaign and concierge counter |
| Apr 2012 - Apr 2014  (2 years) | **Account Assistant**  Komars F&B Pte Ltd |  Position level Bachelor's  Monthly Salary SGD 1,800  • Processing of all supplier invoices  • Support in month-end closing account  • Reconciliation of statement of account from supplier to issue cheque  • Monitor of food costs fluctuation from month to month  • Key-in of cheque payment into system  • Reimbursement of staff claim  • Preparation of food shop sales report |

**Education**

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| --- | --- |
| 2014 | **ACCA**  Asc Degree  Grade Asc Degree  I completed my Diploma in accounting and business under ACCA but its been taught by kaplan higher learning education institute. And im currently doing my financal and management accounting under CAT scheme, i will be completing in this year dec 2015. Once i completed, i will be awarded the CAT qualification. |
| 2003 | **Ite Macpherson**  Cerf/Dip in Cerf/Dip |
| 2003 | **Ite Macpherson**  Cerf/Dip in Cerf/Dip |

**Skill**

|  |  |
| --- | --- |
| Intermediate | Microsoft Excel, Quickbooks Accounting Software, Sage 300 |

**Languages**

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

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| --- | --- | --- | --- |
| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch (primary) | 7 | 6 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 2,600

**About Me**

|  |  |
| --- | --- |
| Gender | Unknown |
| Address |  |