Last Updated: 17 Feb 2017

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expected Salary :  **SGD 2,600** | **Winnie Cheng**  Accounts Executive at Furama Singapore Hotel Pte Ltd   |  |  | | --- | --- | | Experience | 12 years | | Previous | Senior Account Executive  NEO GARDEN CATERING PTE LTD | | Education | London school of Finance &business  Asc Degree (2017) | | Nationality |  | | Mobile No. | 82464556 | | Email | winnie\_cwy@outlook.com | | Age | 32 years old | | Location | Singapore | |

**Experience**

|  |  |
| --- | --- |
| Aug 2015 - Present  (1 year 9 months) | **Accounts Executive**  Furama Singapore Hotel Pte Ltd |  Position level Cerf/Dip  Monthly Salary SGD 2,369  Fullset of Payroll  \* Processing of Monthly payroll for about 200 headcount for both local staff and Expatriates using Timesoft System  \* Responsible for preparation & disbursement of personnel wages, processing & verifications of payment vouchers and ensure proper maintenance of procedures and documentation  \* Tax Clearance and etc - Yearly IR8A / IR21 for tax filing  \* Work closer with HR Department Maintaining of both HR information system and leave administration management system  \* To checking of OT claims and tax reports  \* To manage and administer employee life cycle events such as on/off boarding, transfer, promotion, re-hiring, resignation and etc.  \* Employee data management and benefit administration.  \* Submit claims for Government-Paid Leave and NS Claims  \* Preparing monthly payroll reconciliation  \* Processing of Payroll and CPF payments  \* Other ad-hoc duties as assigned by the management.  \* Prepare Month End payroll Journal |
| May 2014 - Present  (3 years) | **Accounts & Operation Executive**  Nupon Technology Sdn Bhd  Industry Others  Position level Cerf/Dip  Experiences  - take the lead accounts staff in Philippine ensure that all entries are posted correctly  - verify and provide approval for those operation expenses  - Process for the telegraphic transfer to Malaysia by weekly  - process payroll task  - forecast for the weekly collection report  - work closely with operation & sales team utilities relationship to ensure that overdue accounts follow up by the team .  EXPERIENCES GAINED:  • Experience in minimal supervision & skilled in use of Telegraphic transfer , UBS software , fullset accounts and written communication skills and knowledge of Trader information technology. |
| Jul 2013 - Dec 2013  (5 months) | **Senior Account Executive**  NEO GARDEN CATERING PTE LTD |  Position level Cerf/Dip  Monthly Salary SGD 2,300  Responsible Accounts receivable for the client  -Doing daily collection  - Oversee the AR collection Including Sending/monthly SOA as needed.  - dunning Reminder  - Review all AR Transaction  - Assist in Credit Review  - Assist to prepare monthly AR Montly Report and other Ad -hoc task  - Liase with internal sales team to follow up the payment Plan. |

**Education**

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| --- | --- |
| 2017 | **London school of Finance &business**  Asc Degree  Major acconting  Grade Prof Degree |

**Skill**

|  |  |
| --- | --- |
| Intermediate | Accounts Receivable |
| Beginner | income auditor |

**Languages**

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

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| --- | --- | --- | --- |
| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 10 | 10 | - |
| - | 6 | 6 | - |
| Other Language | - | | |

**JobStreet English Language Assessment (JELA)**

Date Taken 29 Apr 2014

Score 21/40

**Additional Info**

Expected Salary SGD 2,600

**About Me**

|  |  |
| --- | --- |
| Gender | Female |
| Address | 126D edgedale plains, #15-324, Singapore, 824126, |