Last Updated: 13 Mar 2017

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| Expected Salary :  **SGD 2,800** | **Geerthana Gowreswaran**  Accounts Exeutive at Global Eduhub Pte Ltd   |  |  | | --- | --- | | Experience | 5 years | | Previous | Accounts Executive  Hammam International Pte Ltd | | Education | ACCA (Association of Chartered Certified Accountants )  Prof Degree (2012)  Oxford Brookes University, Oxford,UK  Bachelor's (2013) | | Nationality |  | | PR |  | | Mobile No. | 94594930 | | Email | ggeertha@yahoo.com | | Age | 32 years old | |

**Experience**

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| --- | --- |
| Apr 2014 - Present  (3 years) | **Accounts Exeutive**  Global Eduhub Pte Ltd |  Industry Asc Degree  Position level Cerf/Dip  Monthly Salary SGD 2,600  Global Eduhub Pte Ltd, Singapore Jan 2014 – present  Position Title : Accounts Executive (AR,AP & GL)  Industry : Education  Monthly Salary : 2600.00  Handling Accounts Receivable :  • Generate AR Invoices through the system  • Debt collection through Cash, Internet banking & Cheques  • Receipt Creation  • Prepare Refund deposit  • Government grant co-ordination with school centre  • Doing debit and credit note  • Update of AR aging report  Handling Accounts Payable :  • Book in vendor invoices in the system  • Doing the cheque issuance  • Doing the Internet banking Giro  • Handle the Staff claim  • Attend supplier queries  • Record the Petty cash claim  • Update the AP aging report  Handling the General Ledger :  • Passing the Ad Hoc & Monthly recurring Journals for Monthly closing  • Monthly bank reconciliation  • Prepare the Accrual and Prepayment Schedules  • Profit & Loss and Balance Sheet Analysis  • Assist to attend external auditor  Other Responsibilities  • Assist on daily Cash flow control  • Quarterly GST filing  • Prepare of minutes for meeting,  • Documents Filing |
| Jan 2012 - Jun 2013  (1 year 5 months) | **Accounts Executive**  Hammam International Pte Ltd |  Position level Asc Degree  Monthly Salary SGD 2,000  Hanman International Pte Ltd, Singapore Jan 2012 –Jun 2013  Position Title : Accounts Executive (AP & AR)  Industry : Retail  Handling Accounts Receivable for 2 entities  • Issue AR invoices  • Debt collection through Cash , Cheque & Credit card  • Book in the Sales invoices in the system.  • Create the Receipts  • Issue the delivery order  Handling Accounts Payable for 2 entities:  • Book in the Vendor invoices  • Record petty cash claims  • Doing the cheque issuance  • Doing Internet banking Giro  • Handling Import and Export fright & permit entry  Other Responsibilities :  • GST filling  • Documents filling |

**Education**

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| --- | --- |
| 2012 | **ACCA (Association of Chartered Certified Accountants )**  Prof Degree  Major Accounting |
| 2013 | **Oxford Brookes University, Oxford,UK**  Bachelor's  Major Accounting  . Oxford Brookes University, Oxford, UK  Bachelor of Science (Honours) in Applied Accounting June 2009- March 2013  Major in Accounting - (Medium – English) |

**Skill**

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| Intermediate | • Experienced in Microsoft Office produc, • Experienced in MYOB Accounting System |

**Languages**

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

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| Language | Spoken | Written | Relevant Certificates |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 2,800

**About Me**

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| --- | --- |
| Gender | Female |
| Telephone Number | (+65) 65239104 |
| Address |  |