Last Updated: 31 Jan 2017

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expected Salary :  **SGD 2,400** | **Kaydence Neo**  Account Assistant at Goodwood Park Hotel Limited   |  |  | | --- | --- | | Experience | 10 years | | Previous | Accounts Assistant  Givaudan Singapore Pte Ltd | | Education | Nanyang Polytechnic  Asc Degree, Engineering Informatics (2011) | | Nationality |  | | Mobile No. | 91507645 | | Email | neopeiyi@hotmail.com | | Age | 26 years old | |

**Experience**

|  |  |
| --- | --- |
| Apr 2015 - Present  (2 years 1 month) | **Account Assistant**  Goodwood Park Hotel Limited |  Position level Asc Degree  Monthly Salary SGD 2,200  Posting of remittance advice and journal vouchers.  Allocations and preparations of credit card commissions.  Issuing of tax invoices.  Preparations on month end reports.  Matching credit card payments. |
| Sep 2013 - Mar 2015  (1 year 6 months) | **Accounts Assistant**  Givaudan Singapore Pte Ltd |  Position level Bachelor's  Monthly Salary SGD 2,100  Responsibilities:  - Assist in conducting trainings for new employed employees on expense claims.  - Processing of freight invoices.  - Processing staff reimbursement.  - Assist in fix asset tagging.  - Assist in audit. |
| Jun 2011 - Sep 2013  (2 years 3 months) | **Procurement Assistant**  Givaudan Singapore Pte Ltd |  Position level Bachelor's  Monthly Salary SGD 2,000  Responsibilities:  - Assist in system migration from Bipecs to SAP.  - Sourcing for quotations for indirect material and services.  - Issuing of purchase orders to vendors,  - Assist in creating and maintaining internal shopping carts.  - Conducting training for end users on new system migrations. |
| Sep 2010 - Dec 2010  (3 months) | **Intern**  Xenetix Pte Ltd  Position level Bachelor's  Monthly Salary SGD 500  - data entry using file maker pro 9.  - designing of invitation cards and brochures.  - updating of company's website. |
| Jun 2010 - Dec 2010  (6 months) | **Part time Administrator**  Cristofori Music School  Industry Asc Degree  Position level Bachelor's  - arranging classes for students and teachers.  - emcee for mini concert.  - collecting payments for fees. |
| Nov 2007 - Mar 2008  (4 months) | **Part Time Cashier**  Missy Donut  Position level Bachelor's  responsibilities:  - serving customers.  - collecting payments.  experience gained:  - serving customers  - managing cashiering |

**Education**

|  |  |
| --- | --- |
| 2011 | **Nanyang Polytechnic**  Asc Degree in Engineering Informatics  Major Logistic  Grade Asc Degree |
| 2007 | **Chua Chu Kang Secondary School**  Secondary Sch |

**Skill**

|  |  |
| --- | --- |
| Intermediate | Adobe Flash CS4, Adobe Photoshop CS3, Concur, Microsoft Office 2007, SAP |

**Languages**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 5 | 6 | - |
| Other Language | - | | |

**JobStreet English Language Assessment (JELA)**

Date Taken 21 Mar 2011

Score 35/40

**Additional Info**

Expected Salary SGD 2,400

**About Me**

|  |  |
| --- | --- |
| Gender | Female |
| Address |  |