Juliana Sanusi

316B Anchorvale Link

#14-189

Singapore 542316

25 May 2017

Dear Sir/Madam,

**Re: Position of Accounts Executive**

My name is Juliana Sanusi. I graduated from **MONASH University**, qualified as **Bachelor of Business and Commerce**, specializing in **Accounting and Banking and Finance**. I am currently taking CPA Australia with 2 more professional papers to complete. I found this position matches well with my career interest and development, as well as my qualification background.

My latest job was in an accounting firm for **2.5 years, doing full sets of accounts (General Ledger, balance sheet, profit and loss, bank reconciliation, cash flow statement, fixed assets and other balance sheet schedules, deferred tax calculation, monthly management account) and financial statements and corporate tax returns for non-audit companies** for Singapore and Australia clients.

I was working in audit field before I joined my latest company in July 2013. I have approximately **five years working experience in audit field and at the same time doing tax computation for a total of 9 years**. During these years, I was involved in handling **external audit work according to FRS.** This included **ensuring that audit work was carried out as planned, preparing and finalising financial statements, and preparing tax computations and returns (Form C)**. I was exposed to external audit work for **trading companies, shipping company, construction company, investment holding companies, retailer, restaurant, and manufacturing company**. I was also exposed to ad-hoc works such as **secretarial work (AR, AGM, and directors’ resolution)**.

Directly **dealing with clients and tax officers** in order to explain and discuss the work matters, is also part of my job all over the period. My working experiences have prepared me for the challenges and responsibilities that I will undertake in my next career and provide me with the ability to work under pressure to complete my engagements on time.

Hereby I enclose a copy of my resume for your kind perusal. The transcripts, testimonials, and other documents will be provided upon request.

If you should require any further information, please do not hesitate to contact me on (+65) 92373971 or via email. I am available for an interview at your convenience and I look forward to hearing from you soon.

Thank you.

Yours sincerely,

Juliana Sanusi

([juliana.sanusi@gmail.com](mailto:juliana.sanusi@gmail.com))

**RESUME**

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**Personal Particulars**



Name : Juliana Sanusi

Marital Status : Married

Address : 316B Anchorvale Link

#14-189 Singapore 542316

Nationality : Singapore pink IC to be received in June

NRIC : S8577510C

Date of Birth : 11 March 1985

Age : 32

Gender : Female

Race : Chinese

Contact Number : (+65) 92373971

Email : [juliana.sanusi@gmail.com](mailto:juliana.sanusi@gmail.com)

**Educations and Qualifications**

February 2005 – June 2007

University : MONASH University, Malaysia

Level : Bachelor’s Degree

Field of Study : Bachelor of Business and Commerce

Major : Accounting and Banking and Finance

July 2003 – June 2004

College : Curtin International College, Medan (an offshore campus of

Curtin University of Technology, Australia)

Level : Diploma of Commerce

July 1997 – June 2003

High School : Perguruan Sutomo 1 (majoring in Science)

Medan, Sumatera Utara

Country : Indonesia

**Academic Awards**

July 2003 – March 2004 : 20% Merit Scholarship at Curtin International College.

July 2000 – June 2003 : Full Scholarship during Secondary High School.

**Work Experience**

Company : **Grenville Consultancy Pte Ltd** (CPA firm)

Address : 150 Mei Ling Street #06-50 Singapore 141150

Position : Accounts Executive

Period : 1 July 2013 to 31 January 2016

Duties : Prepare full sets of accounts,(general ledger, balance sheet, profit and loss, fixed assets and other balance sheet schedules, deferred tax calculation, bank reconciliation, monthly management account); prepare BAS (quarterly GST) for clients; prepare annual financial statements and tax computation (including submission of Form C to IRAS), This includes Australia;s self-managed superannuation fund, unit trust, trusts, partnerships, sole proprietor, proprietary limited companies, and Singapore’s private limited companies; liaise with IRAS and ATO tax officers on behalf of clients, prepare monthly/quarterly GST for clients; and monthly submission of CPF to CPF Board.

Last drawn salary : $4,000

Reason for leaving : My Australian boss went back to Australia in February 2016 and I took this opportunity to take care of my daughter who was still 10 months old at that time.

Company : **Tit Wei Lee & Co.** (CPA firm)

Address : 80 Marine Parade Road #08-07 Parkway Parade

Singapore 449269

Position : Audit Senior

Period : 20 December 2011 to 30 April 2013

Duties : Handling external audit work, preparing tax computation and

tax return and dealing with clients directly, preparing statutory accounts.

Reason for leaving : To pursue my career in an accounting firm other than audit.

*Major types of assignments undertaken throughout my employment:*

|  |  |
| --- | --- |
| Qiagen Singapore Pte Ltd | Trading of bio-medical products |
| Eastport Petrochemical (S) Pte Ltd | Export and import trading of fuel and oil |
| Destination Asia Pte Ltd | Tour agent service |
| EAG Construction and Development Pte Ltd | Construction company |

Company : **KPMG LLP**

Address 16 Raffles Quay #22-00 Hong Leong Building Singapore 048581

Position : Associate, Audit

Period : 15 November 2010 to 3 August 2011

Duties : Handling external audit work in one of the audit units,

Diversified Industrials and Infrastructure.

Reason for leaving : To work in small audit firm for family reason.

*Major types of assignments undertaken throughout my employment:*

|  |  |
| --- | --- |
| Sembcorp Marine Ltd and its Subsidiaries | Ship repair, shipbuilding and conversion, rig building, and offshore engineering and construction |
| General Electric International Inc. | Manufacturer of jet engines, medical imaging equipment, and power general equipment. |
| Chemtura Singapore Pte Ltd | Trading of specialty chemicals |
| Fixed and Mobile Pte Ltd | Sale of airtime |

Company : **Teh Kwi Huat & Co.** (CPA firm)

Address 149 Rochor Road #05-01 Fu Lu Shou Complex Singapore 188425

Position : Audit Assistant

Period : 11 January 2008 – 11 November 2010

Duties : Handling external audit work (including trading companies,

construction companies, shipping company, investment holding companies, retailer, restaurant, and manufacturing company), preparing tax computation and Form C, dealing with clients directly, and preparing AR, AGM, and directors’ resolution.

Reason for leaving : To pursue my career in Big 4, KPMG.

*Major types of assignments undertaken throughout my employment:*

|  |  |
| --- | --- |
| Singa Plastics Limited | Manufacturing company |
| Autobacs Venture Singapore Pte Ltd | Retailer of spare parts and car accessories |
| Valour Offshore Marine Services Pte Ltd | Ship chartering |
| Scad Services (S) Pte Ltd and its Subsidiary | Trading company with branch in Philippines |
| UBT Construction Pte Ltd | Construction company |
| Shooting Gallery Productions Pte Ltd | Producing films for television commercials |
| Kriston Food Pte Ltd | Restaurant and catering services |

**Extra Curricular Activities**

2007 - Present A member of ‘Golden Key International Honour Society’.

**Languages and Dialects**

o Writing and speaking skills in English, Mandarin, and Indonesian

o Good command of conversational Hokkian

**Personal Strengths**

o Able to work in team

o Dedicated, keen to learn and take challenges

**Accounting Software**

o MYOB, Handisoft

**Further Study**

o Currently taking CPA Australia with 2 more professional subjects to complete.

**Expected Salary**

o $4,000 - $4,500

**Availability**

o Immediate