Last Updated: 17 May 2017

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| Expected Salary :  **SGD 2,800** | **Jan Tan Shu Juan**  Account Executive at IBIS Singapore Novena (Previous)   |  |  | | --- | --- | | Experience | 5 years | | Previous | Credit Control Officer  Tuas Power Supply Pte Ltd | | Education | Kaplan Institute - University Of Essex  Bachelor's (2017) | | Nationality |  | | PR |  | | Mobile No. | 82228313 | | Email | jantansj@live.com.sg | | Age | 25 years old | | Location | Woodlands | |

**Experience**

|  |  |
| --- | --- |
| Aug 2016 - Jan 2017  (5 months) | **Account Executive**  IBIS Singapore Novena  Position level Asc Degree  Monthly Salary SGD 2,535  Checking daily invoices that were generated to ensure it reflected and posted correctly in the system that was done by the front office of the hotel.  Audit daily revenue income that had been received to ensure relevant revenue are correctly and completely recognized and recorded in General Leger System.  Monitoring of credit cards and external parties payments  Follow up on debtors’ payments and manage delinquent account  Maintain and creation of new credit applications and update Data for all accounts  Follow up with Sales & reservation department for rates change if there are any  Organize credit meeting twice in monthly with General Manager, Finance Manger and relevant heads of Departments to review and have discussion for ageing Balance and potential bad debts account  Weekly and Monthly reconciliations of bank statements and Credit card reconciliation |
| Aug 2014 - Aug 2016  (2 years) | **Credit Control Officer**  Tuas Power Supply Pte Ltd  Position level Bachelor's  Perform Credit related reviews  Prepare reminder letters, follow up of late payments and Security Deposits  Weekly and Monthly reconciliations of bank statements and ageing reports for 3rd party  Prepare monthly financial reports  Refunding of security deposits |
| May 2014 - Aug 2014  (3 months) | **Account Assistant**  ARA Management Pte Ltd |  Position level Bachelor's  Monthly Salary SGD 2,100  Process day-to-day operations in Accounts payables and billings.  Work with Accountants to ensure timely funding for payments.  Monthly reconciliations o accounts including inter-companies and 3rd parties  Filing and others miscellaneous tasks as assigned |
| Apr 2013 - May 2014  (1 year 1 month) | **Account Officer**  Mediterranean Shipping Company  Position level Asc Degree  Monthly Salary SGD 2,000  To assist in preparation of Disbursement account (DA) by charging coding expenses, filing and raising debit notes to principal.  To perform reconciliation of DA summary against accounting system and internal control system  Liaise with immediate supervision with all matters of DA  Filing and others miscellaneous tasks as assigned. |
| Oct 2012 - Mar 2013  (5 months) | **Purchase Officer**  Advance CAE Pte Ltd  Position level Asc Degree  Monthly Salary SGD 1,500  To assist in preparation of purchase requisition and purchase order behalf of engineer and filing  Research and evaluate suppliers based on price,quality,selection, reliability and supplier’s reputation and history  Purchase higher quality merchandise at lowest price and in correct amounts |
| Feb 2012 - Mar 2012  (1 month) | **Admin & Account Assistant**  Zee 2 Zee  Position level Asc Degree  Monthly Salary SGD 1,400  Perform administrative duties in data entry for company.  Prepare and documents for taxes and filing, petty cash and invoices for account payables |
| Dec 2010 - Jan 2011  (1 month) | **Finance Assistant**  TeckWah Industrial Corporate Ltd  Position level Asc Degree  Monthly Salary SGD 1,100  Perform administrative duties in data entry for company  To input accounting data into the accounting system with speed and accuracy  Preparing petty cash vouchers, cheques, invoices for account receivables and payables. |

**Education**

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| --- | --- |
| 2017 | **Kaplan Institute - University Of Essex**  Bachelor's  Grade Prof Degree |
| 2012 | **Kaplan Institute - CAT**  Asc Degree  Grade Asc Degree |

**Skill**

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| --- | --- |
| Beginner | Accpac Accounting Software, IBOX, MRI, MYOB Accounting Software, Opera, Sap, TMS |

**Languages**

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

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

**Additional Info**

Expected Salary SGD 2,800

Other Information

CAREER OBJECTIVE:

Seeking for a career for enhancement in experience on Accounting and finance

PERSONAL STRENGTHS:

\* Sense of responsibility

\* Outgoing

\* Friendly

SUMMARY OF EDUCATION:

\* Bachelor in Accounting and Finance - ongoing

\* Diploma in Business and Accounting

\* "O" Level,2008

\* "N" Level,2007

\* PSLE,2003

Subjects/Courses that has taken:

\* English

\* E Maths

\* Chinese

\* Combined Science

\* Combined Humanities

\* Accounting(Certified Accounting Technician)

DATE OF AVALIABILITY

Immediately

**About Me**

|  |  |
| --- | --- |
| Gender | Female |
| Address | Blk 316 Woodlands St 31 Singapore 730316, Woodlands, |