Last Updated: 1 Apr 2017

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| Expected Salary :  **SGD 2,600** | **Tham Jie Min**  Accounts Assistant at Jenmon International Pte Ltd   |  |  | | --- | --- | | Experience | 2 years | | Previous | Temporary officer  Nanyang Technological University | | Education | Singapore Institute of Management  Bachelor's (Jan 2014) | | Nationality |  | | Mobile No. | 96415034 | | Email | thamjm.90@gmail.com | | Age | 26 years old | |

**Experience**

|  |  |
| --- | --- |
| Feb 2015 - Present  (2 years 3 months) | **Accounts Assistant**  Jenmon International Pte Ltd |  Position level Asc Degree  Monthly Salary SGD 2,400  •Account Receivables (AR)  •Handle monthly progressive payment claims to main/subcontractors for e.g. LTA related projects  •Handle sales related process e.g. issuing tax invoices from the Electronic Service Ops System (eSOS), etc  •Ensure timely updating of customer data & crane information in eSOS  •Account Payables (AP)  •Prepare monthly supplier payments and process staff expenses claim  •Prepare weekly debtors and creditors aging reports and ensure long outstanding debts are collected  •Manage month-end closing and year-end audit activities  •Assist in preparing monthly, quarterly, year-end management and statutory reporting  Experience gained:  •Knowledge of ACCPAC accounting software |
| 2009 - Jul 2010  (1 year 6 months) | **Temporary officer**  Nanyang Technological University  Industry Asc Degree  Position level Bachelor's  Responsibilities:  •Assist in the procurement function such as purchasing items off GeBIZ Catalogue Buy, reviewing the awarding of Tender and Invitation to Quote(ITQ) in GeBIZ and preparing procurement reports periodically.  •Assist in the processing of salary for postgraduates and part-time work by students.  Experience gained:  •Knowledge of SAP and GeBIZ |

**Education**

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| --- | --- |
| Jan 2014 | **Singapore Institute of Management**  Bachelor's  Major Accounting and Finance  Grade Asc Degree |
| Jan 2008 | **Pioneer Junior College**  Higher Sec |

**Skill**

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| --- | --- |
| Beginner | Accpac Accounting Software, SAP Accounting System |

**Languages**

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

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| --- | --- | --- | --- |
| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 8 | 8 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 2,600

Other Information

Courses taken in Singapore Institute of Management:

-Principles of Accounting

-Principles of Banking and Finance

-Introduction to Economics

-Introduction to Business and Management

-Mathematics 1 & Statistics 1

-Financial Management

-Management Accounting

-Information Systems and Organisations

-Human Resource Management

-Auditing and Assurance

-Financial Reporting

-Managerial Economics

Co-Curricular Activities in Junior College and Secondary School include:

Pioneer Junior College Symphonic Band

-Sectional Leader (2008)

-Participated and won the Silver Award in the Singapore Youth Festival Central Judging for Concert Bands Competition (2007)

Bukit Panjang Govt High School Military Band

-Sergeant, Head of Welfare Committee (2006)

-Participated and won the Gold Award in the Singapore Youth Festival Central Judging for Display Bands Competition (2006)

-Participated and won the Silver Award in the Singapore Youth Festival Central Judging for Display Bands Competition (2004)

**About Me**

|  |  |
| --- | --- |
| Gender | Unknown |
| Address |  |