Last Updated: 19 May 2017

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| Expected Salary :  **SGD 2,500** | **Andrew Chua**  Accounts Executive at Masai International Pte Ltd (Previous)   |  |  | | --- | --- | | Experience | 4 years | | Previous | Accounts Officer  Shangri-la Hotel, Singapore | | Education | SIM University  Bachelor's (2017) | | Nationality |  | | PR |  | | Mobile No. | 93211301 | | Email | cyqdrew@gmail.com | | Age | 27 years old | |

**Experience**

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| Aug 2016 - Nov 2016  (3 months) | **Accounts Executive**  Masai International Pte Ltd |  Position level Asc Degree  Monthly Salary SGD 2,500  Invoice financing, backlogs, updating of invoice payable, inter co transaction, shipment and overseas supplier |
| Feb 2016 - Jul 2016  (5 months) | **Accounts Officer**  Shangri-la Hotel, Singapore  Position level Asc Degree  Monthly Salary SGD 2,300  Accounts Payable  - Doing 3 Way Match (PO,DO,Invoice matching)  - Follow up on issues with 3 way match  - Casual Labour Checking  - Supplier Reconciliation  - Posting of Invoice into System  - Sending Of Relevant document to end user  - Recharge to sister properties  - Accrual |
| Jun 2014 - Feb 2016  (1 year 8 months) | **Accounts Assistant**  Chio Lim Stoneforest Pte Ltd |  Position level Bachelor's  Monthly Salary SGD 2,100  Out-stationed to client's place to do accounting service for client  Accounts Payable  - Matching of vendor invoice with vendor's statement  - General Manager to approve the invoice  - Preparing of Giro / Cheque Payment to vendor  - Send to client to approve the payment  Accounts Receivable  - Key-in of Master / Visa / Amex Payment / Cashier payment in to system  - Giro Receipts  - Cheque Receipts  - Knocking off for payment  - Sending of Statement of Account and Certified True Copies to customer  - Chasing customer for payment  Others  - Preparing of GST filing report to main company for GST filing  - preparing of payment for Insurance and road tax for vehicle  - Preparing of monthly and weekly P & L for client  - key-in of payroll reports into the system.  - Petty Cash reimbursement  - Issuing invoices  - Key-in of vendor's invoice  - Daily and Monthly bank reconcilation  - prepare audit schedule (once)  - G/L accounting (Fixed asset key in, depreciation)  - Interco payment and posting  - Issuing of Credit Memo |
| Aug 2013 - May 2014  (9 months) | **Account Assistant**  Oregon Prime Marketing (Int'l) Pte Ltd |  Industry Stationery & Printing Supplies  Position level Bachelor's  Monthly Salary SGD 1,900  Accounts Payable  - Matching Vendor Invoice with SOA  - Preparing of Cheque and cheque payment  Accounts Receivable  - Cash Receipts  - Cheque Receipts  - Giro Receipts  - Sending of Statement of Account and Certified True copies to customer  - Knocking off for invoices  - doing E-invoice for HP and various government e-invoicing  - Chasing customer for payment  - Petty Cash issuing  - Petty Cash reimbursement  - Handling of petty cash float |

**Education**

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| 2017 | **SIM University**  Bachelor's  Currently still pursuing the course of study |
| 1900 | Asc Degree in Asc Degree |

**Languages**

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

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| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 9 | 8 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 2,500

**About Me**

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| --- | --- |
| Gender | Male |
| Address |  |