Last Updated: 18 Feb 2017

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| Expected Salary :  **SGD 2,800** | **May Chew**  Accounts Executive at Pan Pacific Shared Services Center Pte Ltd   |  |  | | --- | --- | | Experience | 16 years | | Previous | Accounts Officer (Receivable)  OCULUS PTE LTD | | Education | BMC INTERNATIONAL COLLEGE  Asc Degree (2014) | | Nationality |  | | PR |  | | Mobile No. | 98963600 | | Email | may\_ch@yahoo.com.sg | | Age | 37 years old | | Location | Jurong West | |

**Experience**

|  |  |
| --- | --- |
| Apr 2014 - Present  (3 years 1 month) | **Accounts Executive**  Pan Pacific Shared Services Center Pte Ltd |  Position level Asc Degree  Monthly Salary SGD 2,388  Currently I’m working in Pan Pacific Shared Services Center Pte Ltd with a basic salary S$2388.00 as Accounts Executive (Payable). This company is a Shared Service for Pan Pacific Hotels Group.  My responsible are as below:  - Ensure all invoices approved by authorized personnel  - Coding of invoices and match purchase order raised by various department  - Ensure all invoices with relevant supporting documents  - Data entry for all invoices into SAP system on daily basis  - Liaise with Goods Receipt Department for dispute and missing invoices  - Liaise with suppliers to resolve invoice and payment issues  - Process payments by cheque or telegraphic transfer and ensure payments are made within time frame  - Update bank records into SAP system whenever payments debited from bank account  - Issue cheque for new joined, resigned and part time staff  - Maintain and update of all accounts documentations  - Assist in preparation of Audit schedules  - Handle other ad hoc duties as assigned by the manager |
| Sep 2013 - Apr 2014  (7 months) | **Accounts Officer (Receivable)**  OCULUS PTE LTD |  Position level Asc Degree  Monthly Salary SGD 2,200  I was worked in Oculus Pte Ltd with a basic salary S$2200.00 as Accounts Officer (Receivable) from Sep 2013 till mid of Apr 2014. Oculus Pte Ltd manufacture and supplying contact lens for local and export customers.  My responsible are as below:  - Generate invoices (up to 80 invoices per day)  - Update cash book for AR transactions (SGD & USD accounts)  - Offset payments against outstanding invoices  - Monitor COD sales collection  - Weekly collection report  - Monthly Sales Commission computation  - Generate Local & Export Monthly Sales Reports  - Generate AR Ageing  - Output GST Computation  - Monitor and generate Credit Notes / Debit Notes  - E-Invoice submission  - Closing of month end account  - Ad hoc duties from Accountant |
| Oct 2009 - Aug 2013  (3 years 10 months) | **Accounts Executive (Receivable)**  SAPURA SYNERGY SINGAPORE PTE LTD |  Position level Asc Degree  Monthly Salary SGD 2,079  I was worked at Sapura Synergy Singapore Pte Ltd with basic salary S$2079.00 as Accounts Executive (Receivable) since Oct 2009 till Aug 2013. Sapura Synergy is distributing Apple products, providing training courses and technical services for Apple products.  My responsible as below:  - Verified details of transactions, including funds received and total account balances.  - Account reconciled, offset payment for all retail store, service center, training center, corporate and government sector accounts.  - Ensured cash and cheque collection from COD customer  - Cash-flow report generation, cash collection and small amount refund.  - Opened and assigned new client accounts and control of credit limit.  - Coordinated approval processes of all accounts payable invoices.  - Prepared of road show event, Credit Card and Nets Merchant application.  - Setting for payment counter when road show held.  - Monitored collection of payment for road show event.  - Ensured retail store billing, payment received, daily reports submission and deposit paid for advance order.  - Submitted E-Invoice for Government sector customer.  - Generated Weekly and Monthly Sales Report  - Approved and issued of Credit Note for overbilling and return inwards.  - Assisted for year end audit for Accounts Receivable  - Stock count for year end audit  - Generated Monthly Financial Report  - Generate AR Aging Report  - Reduced Aging overdue accounts  - Ad hoc duties from CFO. |
| Mar 2008 - Sep 2009  (1 year 6 months) | **Accounts Assistant (AR & AP)**  MORE WORLD SYSTEM (S) PTE LTD |  Position level Asc Degree  Monthly Salary SGD 2,000  The company was not using any accounts system for accounts entry. More World System is HQ of 13 outlets of Waraku Japanese Restaurant located in Singapore. More World System also supplying raw material to overseas customer.  My responsible as below:  - Reviewed all invoices received from supplier to ensure accuracy  - Issued payment to supplier by cheque, Giro or Tele Transfer  - Monitored petty cash  - Verified for Cash Expenses submitted from outlets.  - Prepared cheque for staff expenses  - Chasing payment from overseas customer  - Assisted for year-end audit for Accounts Receivable and Accounts Payable  - Ad hoc duties from Office/Finance Manager. |
| Aug 2006 - Feb 2008  (1 year 6 months) | **Admin cum Account Assistant**  Fire Armour Pte Ltd  Position level Asc Degree  Monthly Salary SGD 1,900  - Called customer to make appointment for delivery, servicing and testing of fire-fighting equipment  - Scheduled appointment for deliver man and technician  - Monitored petty cash  - Bank book recording  - Accounts reconciled, offset payment (by ACCPAC accounting system)  - Worker payroll  - Issued invoice and credit note to customer  - Ensured supplier invoices accurately  - GST submission  - Work Permit application  - Prepared cheque for staff workers and suppliers  - E-invoice submission  - Assisted for year end audit for Accounts Receivable and Accounts Payable  - Stock count for year end audit  - Ad hoc duties from CEO |

**Education**

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| 2014 | **BMC INTERNATIONAL COLLEGE**  Asc Degree  Major HIGH SCOOL DIPLOMA ACCOUNTING  Grade Asc Degree  LCCI Level 3, Diploma in Accounting  Combined diploma received in Aug 2015 |
| 2007 | **Bedok Commercial School**  Cerf/Dip  Major Level 2 Certificate in Book-keeping and Accounts  Grade Asc Degree |

**Skill**

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| Advanced | Accounts Payable, Accounts Receivable, AccPac, MS Excel, MS Word |
| Intermediate | SAP Accounting System |
| Beginner | Opera System |

**Languages**

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

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| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 9 | 9 | - |
| - | 7 | 9 | - |
| Other Language | - | | |

**JobStreet English Language Assessment (JELA)**

Date Taken 9 Feb 2014

Score 24/40

**Additional Info**

Expected Salary SGD 2,800

Other Information

Education:

SPM, equivalent with O Level

Graduated with 5 credits (include English and Maths)

Level 2 Certificate in Book-Keeping and Accounts (LCCI)

Pass with Credit

Diploma in Accounting (LCCI) Level 3

BMC International College

**About Me**

|  |  |
| --- | --- |
| Gender | Female |
| Address | 309C Anvhorvale Road, #10-53, Jurong West, 543309, |