Last Updated: 23 Mar 2017

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| Expected Salary :  **SGD 2,300** | **Jazreel Soh**  Accounts Assistant at Premier Corporation Pte Ltd (Previous)   |  |  | | --- | --- | | Experience | 1 year 10 months | | Previous | Accounts Assistant  Reliant Oilfield Products Pte Ltd | | Education | PSB Academy  Asc Degree (Dec 2014) | | Nationality |  | | Mobile No. | 81331663 | | Email | jazreelfaith@gmail.com | | Age | 23 years old | |

**Experience**

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| --- | --- |
| Aug 2016 - Dec 2016  (4 months) | **Accounts Assistant**  Premier Corporation Pte Ltd |  Position level Bachelor's  Monthly Salary SGD 2,500  Premier Taxi (Partial Set):-  1. Cashless Terminal Payment: Regenerating reports and payout Hirer’s Cashless Terminal Transactions on a daily basis  - Sort out excel report given by external vendor, generate payment summary, and do giro to Hirers (average transaction per report: 1000-1500)  2. Cashless Receipts: Keying in of Cashless Terminal AR Transactions  - 22 transactions in 1 day (Multiply by the number of days in a month)  3. Terminated or Resignation File: Pay out for Terminated or Resigned Hirer’s Security Deposit  - Required to check Security Deposit amount, current outstanding, issue credit note for deposit, contra against any outstanding if there is, and issuance of cheque.  4. Downtime: Payout for Hirer’s Vehicle Downtime in workshop for maintenance or accident repair  - Sort downtime report given by admin, determine to giro or contra on case to case basis depending on current outstanding, accident excess (if there is), vehicle type or special instructions from credit control department.  - Pay out via giro (average transaction per report: 150-200)  5. AR Billing : Billing of service fee to 3rd party vendor on a weekly basis  6. Loss of income payout: Pay out for Hirer’s involved in Accident or Claims against 3rd Party  - Check all supporting documents provided by Accident department, eg: Cheque from Insurance Company, Hirer Details, Vehicle No, Workshop Check In/Out Voucher, Discharge Voucher  - Extract report from CRM and sort data out, determine whether to contra or giro on case to case basis, depending on current outstanding, accident excess (if there is), vehicle type or special instructions from credit control department.  7. Incentive Appeal: Process of incentives (eg. Performance, Safety or Rental Incentive) appealed by Hirers when they are not eligible for certain incentives due to late payment of rental or accident in the month itself, based on case to case basis.  - Check that billing done by admin department is correct  - Issue credit note, calculate current o/s based on SOA, determine amount to pay out to Hirer in cases whereby there is an excess or deduction due to overpayment or outstanding, pay out excess with incentive or contra outstanding with incentive, and if after contra any excess, pay out to hirer via GIRO.  8. Rental Billing for Hirer’s on a daily basis (For new joined or terminated Hirer)  9. Incentive Payout for all Hyundai i30 Vehicle Models  Premier Automotive Services (Equipment, Spart Parts, Workshop & Accident Department) (Full Set):-  1) Update cashbook daily (and taking in all AP & AR giro entries)  2) Check AP invoices from all departments (Posting from CRM to ACCPAC for Accident Dept)  3) Insurance Billing (Accident department)  - Bill according to billing advise to 3rd Parties for Accident Claim  4) Insurance Receipt (Accident department)  - Cheques or cash received for Accident Claim  5) Misc Receipt (Payment from Customers)  6) Expenses Claim (All departments)  7) Petty Cash Reimbursement (All departments)  8) Intercompany Billing  9) Monthly Payment to Suppliers |
| Jul 2015 - Jul 2016  (1 year) | **Accounts Assistant**  Reliant Oilfield Products Pte Ltd |  Position level Bachelor's  Monthly Salary SGD 2,000  1. Manage AP, AR & GL functions  - Keying of AP & AR invoices  - Prepayments, Accrual, Depreciation, Contra  2. Reconcile trade creditors account  3. Resolve any discrepancies with customers regarding invoices  4. Monthly Bank Reconciliation  5. Preparation of payments and issuance of cheques or T/T  6. Issuance of payment vouchers  7. Assist Finance Manager in Payroll  8. Keying in Expenses Claims and Petty Cash  9. Intercompany Billing and Reconciliation  10. Preparing Statement of Accounts to customers  11. Assist Finance Manager in audit |

**Education**

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| Dec 2014 | **PSB Academy**  Asc Degree |

**Skill**

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| Intermediate | Accpac Accounting Software, Microsoft Excel, MYOB |
| Beginner | Microsoft PowerPoint, Microsoft Word, SAP |

**Languages**

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

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| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 10 | 7 | - |
| Other Language | - | | |

**JobStreet English Language Assessment (JELA)**

Date Taken 11 Mar 2017

Score 39/40

**Additional Info**

Expected Salary SGD 2,300

Preferred Work Location ,

Other Information

Alt mobile: 86938492

**About Me**

|  |  |
| --- | --- |
| Gender | Female |
| Address |  |