Last Updated: 25 Apr 2017

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expected Salary :  **SGD 2,700** | **Anthony Ang**  Accounts Executive at RC Hotels (Pte) Ltd   |  |  | | --- | --- | | Experience | 4 years | | Previous | Account Assistant  Silkacc Management Consultants Pte Ltd | | Education | Kaplan Learning Institute  Asc Degree (2017) | | Nationality |  | | Mobile No. | 83396536 | | Email | aawk91@gmail.com | | Age | 25 years old | | Location | Punggol | |

**Experience**

|  |  |
| --- | --- |
| May 2015 - Present  (2 years) | **Accounts Executive**  RC Hotels (Pte) Ltd |  Position level Asc Degree  Monthly Salary SGD 2,070  -Daily arrivals check, prepayment of hotels stay or events.  -Charging of guest’s credit cards for booking of hotels stay or events deposits – Credit card charging.  -Checking of debtors (E.g. Airlines, Overseas Travel Agents) aging reports. Ensure payments are received within the 30 days credit term.  -To provide monthly statement for respective TA or Airlines.  -Collection and follow up of assigned delinquent accounts.  -Sending of monthly statement of accounts to debtors. Ensure invoices are process in a timely manner.  -Assist in audit checks.  -Events/FNB relating billing. |
| Mar 2013 - May 2015  (2 years 2 months) | **Account Assistant**  Silkacc Management Consultants Pte Ltd |  Position level Bachelor's  Monthly Salary SGD 1,800  AP,AR & GL entries/functions  Prepare bank reconciliation  Prepare quarterly GST report schedules for submission  Prepare year end financial schedule, e.g Depreciation, debtors/creditors aging reports, journal vouchers  Prepare documents for audit and assist in audit checks |

**Education**

|  |  |
| --- | --- |
| 2017 | **Kaplan Learning Institute**  Asc Degree  Major Diploma In Accounting and Business  I had completed my Diploma in Accounting and Business.  This diploma is equivalent to ACCA Knowledge Module, F1 to F3 paper.  Upon completion of this diploma, I will continue to pursue an ACCA qualification. |
| 2009 | **ITE College East**  Cerf/Dip  CGPA 2.6/4 |

**Skill**

|  |  |
| --- | --- |
| Intermediate | Microsoft Office |
| Beginner | Opera System, Simply Accounting |

**Languages**

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

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

**Additional Info**

Expected Salary SGD 2,700

**About Me**

|  |  |
| --- | --- |
| Gender | Male |
| Telephone Number | (+65) 83396536 |
| Address | Blk 174B Edgedale Plains #06-163, 822174, Punggol, North-East, |