Last Updated: 17 May 2017

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| Expected Salary :  **SGD 2,600** | **Tiffany Chor**  Accounts Executive at Realstar Premier Group Pte Ltd   |  |  | | --- | --- | | Experience | 7 years | | Previous | Account Officer  Haridass Ho & Partners | | Education | MDIS  Asc Degree, Accounting (2013) | | Nationality |  | | Mobile No. | 86867417 | | Email | chorshumin@hotmail.com | | Age | 23 years old | | Location | Serangoon | |

**Experience**

|  |  |
| --- | --- |
| Apr 2016 - Present  (1 year 1 month) | **Accounts Executive**  Realstar Premier Group Pte Ltd |  Position level Asc Degree  Monthly Salary SGD 2,400  Day to day accounting entries  Handle monthly reconciliation and monthend closing  Assist to prepare company financial report  Assist quarterly GST submmission  Handle full set of accounts  Ensure accurate compilation, analysis and reporting of accounting data and revenue  Process workers payroll, expenses claims and take chare of petty cash  Implementation of improvement of the systems  Report to Accounts Manager |
| Jun 2015 - Oct 2015  (4 months) | **Account Officer**  Haridass Ho & Partners |  Position level Asc Degree  Monthly Salary SGD 2,200  Partial set Client's account  Covered all admin as well as HR  Payment out to existing and new client's , awaiting for approvals.  Receiving payment from customer, fill in deposit slips  Bank Reconcilation.  Updating outgoing mail  Keying in payment and receipt into system  Includes SGD & USD.  Organize filing in proper manner |
| Jun 2014 - Jan 2015  (7 months) | **Account Assistant**  Newstead Technologies |  Position level Bachelor's  Monthly Salary SGD 2,000  Partial set AR/AP  Bank reconciliation  Check bank statement  Approval for terms  Month end closing  Supervisor work assigned |
| Feb 2014 - Apr 2014  (2 months) | **Admin cum Account Officer**  Audi Automobile Pte Ltd |  Position level Asc Degree  Monthly Salary SGD 2,100  Check throughly customer particular  Match neccesary document into folders  Calculate depreciation and left over installment payment..  Collection of cash or cheque. Bank in.  Other work assigned by supervisor |
| Dec 2012 - Jul 2013  (7 months) | **Programme Co-ordinator**  ACC  Industry 0  Position level Asc Degree |

**Education**

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| --- | --- |
| 2013 | **MDIS**  Asc Degree in Accounting  Grade Cerf/Dip |
| 2010 | **Serangoon Secondary School**  Secondary Sch in N Level  N level |

**Skill**

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| Intermediate | Coordinating, Waitering |
| Beginner | Accounting, Accounts Payable, Accounts Receivable, Bank Reconciliation, Cash Handling, COST ACCOUNTING, Service Management |

**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

**About Me**

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| --- | --- |
| Gender | Female |
| Address | Serangoon North Ave 1, Serangoon, |