Last Updated: 25 Mar 2017

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| Expected Salary :  **SGD 2,500** | **Nur Zhafarina**  Accounts & Admin Assistant at Regent Singapore, A Four Seasons Hotel   |  |  | | --- | --- | | Experience | 5 years | | Previous | Part time Accounts & Admin Assistant  Fiduciary Asia Business Outsourcing Pte Ltd | | Education | Singapore Accountancy Academy  Prof Degree (2015) | | Nationality |  | | Mobile No. | 98592639 | | Email | zhafarinna@hotmail.com | | Age | 24 years old | |

**Experience**

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| --- | --- |
| May 2014 - Present  (3 years) | **Accounts & Admin Assistant**  Regent Singapore, A Four Seasons Hotel |  Position level Asc Degree  Monthly Salary SGD 2,170  - Update and maintain customers city ledger.  - Providing assistance to internal staffs, customers and local banks on billing disputes.  - Assist in checking credit standing of customers.  - Ensure payments are collected in timely manner and recorded accurately.  - Prepare bi-monthly intercompany billings and reconciliations.  - Prepare bi-monthly billings to Travel Agencies and tenants.  - Assist on month end closings.  - Performs various general administrative duties - mail processing, ordering of supplies, petty cash reimbursements.  -Works closely with Credit Manager and Accountant and various departments.  - Prepare aging reports and analyse aging of accounts receivables and takes appropriate actions on old outstanding balances.  - Handles full spectrum of accounts receivables, credit control and collections. |
| Aug 2013 - Nov 2013  (3 months) | **Part time Accounts & Admin Assistant**  Fiduciary Asia Business Outsourcing Pte Ltd |  Position level Bachelor's  Monthly Salary SGD 1,700  -Prepare quarterly GST, yearly financial statement reporting package for clients.  -Monthly bank reconciliations for clients & inter-companies.  -Handles account payable, accounts receivable, general ledger.  -Admin duties such as prepare invoices, cheques, reimbursements.  -Liasing with vendors and clients. |
| Jul 2012 - Jul 2013  (1 year) | **1 Year Contract Accounts Assistant (Receivable)**  Courts Asia Limited |  Position level Bachelor's  Monthly Salary SGD 1,400  -Handles daily cashier sales cash & credit settlement.  -Monthly bank reconciliations for credit cards  -Monthly shopping mall vouchers reimbursement.  -Liasing with cashiers and banks. |

**Education**

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| 2015 | **Singapore Accountancy Academy**  Prof Degree |
| 2011 | **Institute of Technical Education**  Cerf/Dip |

**Skill**

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| Advanced | Microsoft Excel, Microsoft Word |
| Intermediate | Accpac Accounting Software, Lotus Notes, Opera System, SAP Accounting System, UBS ACCOUNTING |

**Languages**

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

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| Language | Spoken | Written | Relevant Certificates |
| Other Language | - | | |

**JobStreet English Language Assessment (JELA)**

Date Taken 6 Aug 2013

Score 33/40

**Additional Info**

Expected Salary SGD 2,500

**About Me**

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| --- | --- |
| Gender | Female |
| Telephone Number | (+65) 65844604 |
| Address | Blk 701 Pasir Ris Drive 10 #02-111, 510701, |