Last Updated: 10 Mar 2017

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| Expected Salary :  **SGD 7,000** | **Ong Xinyi**  Senior Accountant at Seal Asia Pte Ltd   |  |  | | --- | --- | | Experience | 6 years | | Previous | Senior Accounts Executive  SMS Infocomm(Singapore) Pte Ltd | | Education | University of London  Bach Degree, Finance/ Accountancy (2011) | | Nationality | Singapore | | PR | Singapore | | Mobile No. | 91391095 | | Email | ongxinyi\_1000@hotmail.com | | Age | 27 years old | | Location | Bedok Reservoir Road, Singapore | |

**Experience**

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| Jun 2014 - Present  (2 years 10 months) | **Senior Accountant**  Seal Asia Pte Ltd | Singapore, Singapore  Industry Accounting / Audit / Tax Services  Specialization Finance - General/Cost Accounting  Position level Manager  Role Financial Accounting & Reporting  Monthly Salary SGD 6,000  • Complete MAS Quarterly Forms, Annual Forms & Survey  • Reporting work which includes capital reduction analysis, preparation of documents required for quarterly board meeting.  • Review Estimated Chargeable Income & Actual Tax computation done by KMPG Tax agent and liaise with them to complete the filling of income tax.  • Responsible for full set of accounts for the 2 subsidiaries (Singapore & Malaysia) as well as the Holding Company. Handling daily accounting activities, ensuring timely month-end closing, preparation of management reports and analysis, preparation of monthly bank reconciliation, monthly reconciliation of intercompany transactions.  • Preparation of monthly audit schedules for the Holding company and its subsidiaries.  • Preparation of draft FS  • Monthly GST Submission for Malaysia accounts.  • Quarterly GST Submission for Singapore accounts.  • Prepare weekly cash flow projections and monitor actual performance against forecast or budget.  • Preparation of management reports which include variance analysis and commentary on major variances between the budget & actual spending, major variances between current and previous month, major variances between current year & previous year.  • Involve in the yearly budgeting exercise to prepare Budgeted detailed expenses & Profit and Loss Statement for 3 Subsidiaries in different countries (Korea, Malaysia, Singapore), as well as the Budget for the Holding Company. Providing basis of the calculation to support the figures.  • Gathering information from different parties for the budget. Ensuring all communications is supported by documents or emails.  • Preparation of Budgeted Profit and Loss Statement & Budgeted Cashflow Statement for potential investment opportunities in regional countries.  • Liaising and coordinate with external auditors for year-end audit for subsidiaries in Singapore & Malaysia as well as the Holding Company.  • Liaising with other agents for grant application for overseas venture (IE Singapore)  • Liaising with Singapore & Malaysia corporate secretary for incorporation of new company in Malaysia.  • Preparation & submission of personal income tax for the CEO  • Run payroll on payroll system (Deskera), prepare payroll reports and submit cpf returns  • Submit NS pay claims  • Process employees claims and manage leave system  • Prepare variable bonus & increment reports as well as letters to the employees  • Responsible for the annual renewal of insurance for staffs, D&O and crime protection, PII insurance renewal  • Assist in general administrative duties and human resource duties  • Reporting to the director on daily & ad hoc matters. |
| Nov 2011 - Jun 2014  (2 years 7 months) | **Senior Accounts Executive**  SMS Infocomm(Singapore) Pte Ltd | Singapore, Singapore  Industry Computer / Information Technology (Hardware)  Specialization Finance - General/Cost Accounting  Position level Senior Executive  Role Financial Accounting & Reporting  Monthly Salary SGD 4,400  • Responsible for Accounts Payable function, completing most of the tasks using SAP software.  • Responsible for Accounts Receivable function after job rotation.  • Review and determine all payments due and to submit the payment requests and disbursement schedule  • To prepare cheque and T/T payments with supporting documents for approval  • Responsible for generating the monthly expenses analysis report and expenses report required by the parent company – Wistron  • Analyse the increase or decrease in expenses as compared to previous months.  • To liaise with departments on all matters related to suppliers’ invoices.  • To liaise with suppliers on matters regarding invoices.  • To prepare monthly accruals for goods and services received but not invoiced.  • Preparation of monthly fixed assets report.  • Preparation of monthly AP & AR reconciliation between affiliated companies and to find out the reasons for any discrepancies  • Preparation of monthly bank reconciliation  • Preparation of monthly service cost report to allocate the cost incurred to different projects  • Responsible for monthly costing run  • Responsible for completing quarterly package as requested by the parent company  • Assist in preparing schedules for the interim and year-end audit  • To liase with people from the other departments to understand more about the nature of expenses/costs incurred  • Review the policy for payment application and keep it up to date.  • Prepare the AR Ageing Table to keep track & ensure that customers made payment on time.  • Upload & post AR using SAP software.  • Prepare reports to Split cost & revenue to their respective projects |

**Education**

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| 2011 | **University of London**  Bachelor's Degree in Finance/Accountancy/Banking | Singapore  Grade Grade B/2nd Class Upper |

**Skill**

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| Advanced | Quickbooks Accounting Software, SAP Accounting System, Sun System |

**Languages**

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

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| Language | Spoken | Written | Relevant Certificates |
| English (primary) | 10 | 10 | - |
| Chinese | 10 | 10 | - |

**Additional Info**

Expected Salary SGD 7,000

Preferred Work Location Across Singapore

Other Information

Seminar attended

1) New Rules for Consolidated Financial Statements (2009 -2014)

2) Practical considerations for implementation of GST in Malaysia

**About Me**

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| --- | --- |
| Gender | Female |
| Telephone Number | (+65) 62451813 |
| Address | Bedok Reservoir Road, Singapore, Singapore |