**Xiang Ying, Winnie**

38 Choa Chu Kang Street 64, #19-05

The Quintet Condominium

Singapore 689102

HP: +65 98312096

Email: xiaoying0720@yahoo.com.sg

**Application for the position of Accountant**

Dear Sir/Madam,

I would like to express my interest in the position of **Accountant** and enclosed a copy of my resume for your kind perusal. With my academic qualification and work experiences, I believe that I am suitable for this job and I would be able to make a genuine contribution to the company.

I obtained CPA Singapore in year 2012 and my resume indicates that I have achieved the Bachelor of Science with First Class Honours in Applied Accounting from Oxford Brookes University. Meantime, I completed my ACCA examinations in 2 years and received 2nd placing for Paper P6 (Advanced Taxation) in Singapore in the June 2008 Exam.

I have more than 6 years working experience in accounting and tax area. Meanwhile, I have supervisory experience in leading 4 junior staff and handling 4 subsidiaries as an Group Accountant in Sinco Automation (S) Pte Ltd. I have gained a lot of working knowledge and experience such as handling full set of account, doing the consolidated accounts, managing accounting system, projects costing analysis, GST submission, liaising with auditor, bank and IRAS officer, etc. All these experiences will help me work effectively as an Accountant.

In addition, I am friendly in mature and very adaptable to different working conditions. Also I can speak English and Mandarin very well. I believe that I will be able to perform well in your company.

I thank you for your interest and consideration. I can be contacted at +65 98312096. I am looking forward to your favourable reply. Thank you.

Your faithfully

Winnie Xiang

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| OBJECTIVE | |
|  | To contribute as a member in a dynamic team with the objective of creating a better competitive edge in a globalize economy. |

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| BIO DATA | | | |
|  | Name | : | Xiang Ying, Winnie |
| **Nationality** | **:** | Singaporean |
| **Gender** | **:** | Female |
| **Birth Date** | **:** | 20th Jul 1981 |
| **Marital Status** | **:** | Married |
| **Race** | **:** | Chinese |

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| **CONTACT INFORMATION** | |
| Address | 38 Choa Chu Kang Street 64, #19-05  The Quintet Condo, Singapore 689102 |
| Mobile | +65 98312096 |
| Email | [xiaoying0720@yahoo.com.sg](mailto:xiaoying0720@yahoo.com.sg) |

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| **ACADEMIC** | |
| Jul 2006 –Nov 2008 | **Bachelor of Science in Applied Accounting**  **Oxford Brookes University**  First Class Honours |
| Jul 2006 – **Jun 2008** | **ACCA**  All passed with receiving 2nd placing for Advanced Taxation Examination in June 2008 Exam. |

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| **ACHIEVEMENT/MEMBERSHIP** |
| **CPA Singapore**  Achieving CPA Singapore in 2012  **ACCA**  Receiving 2nd placing in Singapore for Paper P6 (Advanced Taxation) in the ACCA June 2008 Exam. |

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| **EMPLOYMENT HISTORY** | |
| **Jul 2010 – Present** | Assistant Group Accountant - Finance Department Head(Promoted from Account Executive in Aug 2013) |
| Sinco Automation (S) Pte Ltd |
| A Control & Automation services provider to supply various types of new and re-con instruments and machinery equipments. |
| Job Scope |
| * Supervise and lead finance team which are responsible for AP, AR and GL activities * Report direct to the managing director for the group accounts and tax returns * Maintaining full sets of financial accounts, tax returns, GST reporting * Prepare and review Consolidated Accounts for the Group * Liaise with bank for all related correspondence such as GIRO, LC and other banking facilities as and when required * Prepare timely and accurately financial and management report, assist in analysis, cashflow forecasts and annual budgets. * Liaise with auditors, tax agent and corporate secretary * Jobs/Projects costing analysis * Maintain and improve the accounting system (i.e. ACCPAC) |
| **Reason for leaving:** Seeking for better career advancement opportunities |
| **Dec 2008 – Mar 2010** | Tax Assistant |
| BSL Tax Services Pte Ltd (BSL Public Accounting Corporation) |
| A certified accounting firm that provides the audit, accounting, tax compliance and company secretarial services. |
| Job Scope |
| * Preparing and submitting ECI and corporate Tax computation with Form C * Corresponding with the IRAS and keeping client informed of the changes in tax law and practices * Dealing with the queries raised by the Comptroller * Other tax compliance work such as requiring instalment on behalf of the client, sending reminder to the Comptroller to expedite on the finalisation of clients’ tax matters, etc * Collating the information and preparing the Form IR8A for individuals * Preparing the individual tax and filing the Form B1 / Form M * Advise clients regarding to the special benefits that effectively reduce the tax liability |
| **Reason for leaving:** Seeking for exposure in Accounting Field |

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| **CAPABILITIES** | |
| **Key Strengths and skills** | * Taxation * Accounting * Good analytical ability * Meticulous and patient * Willing to learn and cooperate * Time management skills * Able to work under pressure * Willing to help and share knowledge * Good interpersonal and communication skills |
| **Accounting Software** | ERP - ACCPAC |
| **PC Skill** | Using computer programs such as Outlook, MS Word, Excel and PowerPoint |
| **Language** | English and Mandarin (spoken and written) |

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| **REFERENCES** | |
| **Sinco Automation (S) Pte Ltd** | Mr David Tham  Finance Controller  Sinco Automation (S) Pte Ltd  64 Tuas South Street 5  Singapore 637803  Tel No: 6897 9088 |
| **BSL Tax Services Pte Ltd** | Ms Wendy Wong  Tax Director  BSL Tax Services  220 Orchard Road, #05-01/02  Singapore 238852  Tel No: 6833 6314 |

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| **EXPECTED SALARY** | **NOTICE PERIOD** |
| S$4,500 | Available from 16-May-2017 onwards |