Last Updated: 22 May 2017

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| Expected Salary :  **SGD 2,500** | **ZHANG ZE**  Senior Account Executive at SINGCON (M&E) Services Pte Ltd   |  |  | | --- | --- | | Experience | 4 years | | Previous | General manager assistant  SAN JIAN INTERNATIONAL CONSTRUCTION GROUP PTE . LT | | Education | ACCA  Asc Degree (2015) | | Nationality |  | | PR |  | | Mobile No. | 96113264 | | Email | zhangzewsd@gmail.com | | Age | 28 years old | |

**Experience**

|  |  |
| --- | --- |
| Nov 2015 - Present  (1 year 6 months) | **Senior Account Executive**  SINGCON (M&E) Services Pte Ltd |  Position level Secondary Sch  Monthly Salary SGD 2,400  - In charge of communication with overseas supplier and purchase details.  -Prepare project costing and project claim progress report to director  -Prepare Account receivables, Account payables, General ledgers and bank reconciliation.  -Prepare full set of accounts and accounting reports under Singapore FRS and liase with external auditor.  -Preparation of GST filling (quarterly) and tax computation  -Prepare petty cash and maintain it at a fix level  -Perform day-to-day accounting activities |
| Dec 2012 - Nov 2013  (11 months) | **General manager assistant**  SAN JIAN INTERNATIONAL CONSTRUCTION GROUP PTE . LT |  Position level Asc Degree  Monthly Salary SGD 2,000  • Preparing tender and contract documents.  • Preparing and calculating prices for quotations.  • Preparation of GST filling (quarterly) and tax computation  • Prepare petty cash and maintain it at a fix level  • Perform day-to-day accounting activities  • Performing general manager assistant roles, e.g. attend meetings, prepare minutes of meeting |

**Education**

|  |  |
| --- | --- |
| 2015 | **ACCA**  Asc Degree  Major Business and accounting  Grade Higher Sec |
| 2012 | **Singapore republic poly**  Asc Degree  Grade Cerf/Dip |

**Skill**

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| --- | --- |
| Advanced | IT Skills, Microsoft Excel, Microsoft Word, MYOB Accounting Software |

**Languages**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 10 | 10 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 2,500

Other Information

Dear Employer,

I have passed ACCA Level 2 and obtained an advance diploma in Accounting and Business from ACCA and diploma in Digital Entertainment electronics from Republic Polytechnic.

I have had experience of preparing financial statements, GST Report, project costing account report, producing annual accounts and dealing with clients, suppliers, auditors and bankers. With experience of practical accounting works, I’m more confident that I will perform well in my future job.

I will treat my greatest enthusiasm into the work, and sincere, serious and responsible:

• I’m a quick learner. I completed ACCA Level 2 courses within one and half years.

• I have a strong aptitude to work under pressure and meet tight deadlines, which is evident form the fact that I’m able to deal with both daily works and adhoc duties.

• I’m a good team player. I had plenty of experience to work with different groups and to play a role in team leader as well as in team helper. During my studies in Republic Polytechnic, every work has to be done in the form of teams and we were graded by our commitment, contribution and competence in our team work.

• I’m a good problem solver. I enjoy the challenge of identifying a problem, analyzing it and solving it. According to my past working experience, every time I encounter problems, I feel sense of achievement by depending on myself and finding the solution.

I would appreciate the opportunity to speak with you and demonstrate more fully about myself. Please feel free to contact me at 96113264 or e-mail me.

Thank you sincerely for your time and consideration. I look forward to hearing from you soon.

**About Me**

|  |  |
| --- | --- |
| Gender | Unknown |
| Address |  |