Last Updated: 11 May 2017

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| Expected Salary :  **SGD 3,000** | **Thi Nhan Chau (ACCA Qualification)**  Account & Admin Assistant at THE SOUTHBRIDGE HOTEL PTE LTD   |  |  | | --- | --- | | Experience | 2 years | | Education | ACCA (Association of Chartered Certificate Accountants)  Prof Degree (Dec 2016) | | Nationality |  | | Mobile No. | 83453574 | | Email | chauthinhan28102006@yahoo.com.vn | | Age | 32 years old | | Location | Singapore | |

**Experience**

|  |  |
| --- | --- |
| Dec 2014 - Present  (2 years 5 months) | **Account & Admin Assistant**  THE SOUTHBRIDGE HOTEL PTE LTD |  Position level Asc Degree  Monthly Salary SGD 2,500  I am Chau Thi Nhan (Tina)  Note:  I am a Singapore Citizenship.  My Experience Description: (Present company Industrial: Hotel, Food and Beverage)  Responsible for maintaining full Set of Account  -Responsible for Submission report financial month End  -Prepare quarterly GST submission  -Monitor Receivable & Collection  -Daily Bank Reconciliation and managed Cash Flow  -Prepare for Audit purpose  -Calculate Salary of All Staff, CPF Submission...etc |

**Education**

|  |  |
| --- | --- |
| Dec 2016 | **ACCA (Association of Chartered Certificate Accountants)**  Prof Degree  Major ACCOUNTING, AUDITING & TAXATION  Grade Higher Sec  I completed ACCA in Dec 2016. I have been study at LSBF (London School of Business and Finance in Singapore) since Dec 2013 |
| Sep 2003 | **Can Tho university**  Cerf/Dip  I have studied ACCA at London School of Business and Finance in Singapore. |

**Skill**

|  |  |
| --- | --- |
| Advanced | As a Cashier at NTUC Fair Price Xtra |

**Languages**

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

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| --- | --- | --- | --- |
| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 10 | 1 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary SGD 3,000

Other Information

Phone: 8345-3574

Tinachau.account@yahoo.com

TINA CHAU THI NHAN

Blk 503, Ang Mo Kio Avenue 5

#10-3752 Singapore 560503

Application for Account Executive

Dear Sir/Madam

As an excellent mind with a good health and many creative ideas in mind I would like to request to absorb me in your firm as one of the candidates.

I have a good academic career. I had completed my ACCA (Association of Chartered Certified Accountants), Bachelor of Credit and Finance from University of Can Tho - Vietnam. Moreover I studied English at British Council in Singapore for one year to support my further professional studying. And I have studied with ACCA, as full time student at London School of Business and Finance in Singapore for about two and half years. With my hard work, now remain only one subject in total 14 then I can achieve ACCA. However whilst studying I have achieve great experience such as Full set Account, administration work, issuing invoice, manage cash well, computer skills -Account software, Microsoft Words, Excel, Access and Powerpoint…etc

I’m an enthusiastic, creative, hard-working person who has a sense of humor and excellent communication skill and capable of working long hours. I can also speak Mandarin and write English. I have strong motivation and can perform well under pressure. I prefer challenging work .My education records are proof of my good learning and absorbing capabilities. I have been undertake responsibility and learn new skills and technologies. I am genuinely interested in full set of accounts, handing AP, Issuing of cheques & banking of cheques and other ad hoc accounting duties, reconciliation , audit and tax-GST, submission, taxation …etc

I have confidence in my managerial ability and determined to succeed in your organization and attach full details in my enclosed Curriculum Vitae. I can provide additional information about my background at your request. Would you please consider my requests for a personal interview to discuss further my qualifications? Hope you will find it and I believe that if I have a chance to work at your company as a suitable position, I can promise you surely that I will do my very best.

Thank you for your consideration. I would glad hearing from you.

Regards,

Tina Chau

**About Me**

|  |  |
| --- | --- |
| Gender | Unknown |
| Telephone Number | (+65) 64599245 |
| Address | Blk 503 Ang Mo Kio Ave 5, 10#3754 S560503, Singapore, |