

PERSONAL DETAILS

Nationality: Singaporean
Sex: Female
Marital Status: Married
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Race: Indian/Malayalee

WORK EXPERIENCES

March 2015 - Present: HRS Hotel Reservation Services Pte Ltd: Senior Receivables Manger (International) [June 2015 – Present] & Accounts Receivables Manager [March 2015 – June 2017]

Job Specification:

- ☐ Functional superior of the Accounts Receivable Managers in International Offices : APAC, Brazil, Russia and Paris
- ☐ Goal-oriented ownership for the whole receivable process for national and international hotels starting from Billing Process to debt collection
- ☐ Reminder (Dunning) Process up to the handover to Debt Collection Agency
- ☐ To prepare month end management reports such as: AR Ageing Report, Provisions for Bad Debt, Month End Journal Entries and Debt Evaluation of hotels in APAC for closure
- ☐ To develop, implement and maintain systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines.
- ☐ To review and edit the correction and cancellation rates
- ☐ To develop collections, dunning procedures and professional workflows with customer insolvencies in all regions in APAC
- ☐ To consider best practices to effectively manage the disbursements process for the organization to increase efficiency, eliminate needless activities, reduce cycle time and simplify workflow in APAC
- ☐ To assist with start-up of HRS in newly built office in India streamlining the finance related issues
- ☐ To be abreast with Market information which could affect billing and advise HQ accordingly ie: Tax implementation and tax rate changes

Jun 2014 – Feb 2015: Esko-Graphics Pte Ltd: Credit Controller & Financial Analyst

Job Specification:

- ☐ To receipt incoming funds and to perform full month end closing by performing month end checks for the period
- ☐ To drive the reduction of provision of bad debts
- ☐ To handle Intercompany transactions (Entry and Closing) for Australia
- ☐ To prepare for month end close – all accounting entries
- ☐ To prepare month end reports such as: AR Ageing report and DSO computation for Global & Region SEA
- ☐ To perform trade finance functions e.g.: bank guarantee and performance bond applications and negotiations with banks
- ☐ Prepare In-house financing schedule for Customers taking up in-house financing (assessment and negotiations)
- ☐ To provide credit checks and analysis for future customers
- ☐ Prepare monthly Balance sheet reconciliation
- ☐ Analyzing margin and variance differences for regions
- ☐ Any Reporting requirements - HQ/disclosure/compliances
- ☐ Preparation of Budgets and forecasts, Variance analysis with follow up and review periodically

Aug 2010 – 28 Feb 2014: Baxter Healthcare (Asia) Pte Ltd: Senior Accounts Receivables Executive [Feb 2012 – Feb 2014] & Accounts Payables Executive [Aug 2010 – Feb 2012]

Job Specification:

- ☐ To receipt incoming funds and drive down the provision of bad debts
- ☐ To perform full spectrum of month end closing (for AR) by running integrity report and to close for the period
- ☐ To review and implement measures that will aid the documentation of invoices storage
- ☐ To prepare month end reports such as: AR Ageing report and Monthly Operation Review reports for AR
- ☐ Sole administrator for Concur system (Staff expenses)
- ☐ Bank Reconciliation and Balance Sheet (for accounts payables and accounts receivables)
- ☐ Assisted to implement and train users on a new version of Concur
- ☐ To verify and pay off staff claims through Concur
- ☐ Entering supplier invoices into the system and processing payments to suppliers through JDE
- ☐ Preparing the cash flow analysis and to maintain a healthy working capital
- ☐ Intercompany payment processing and receipting Intercompany payments

- ❑ To do the full spectrum month end closing (for AP) by running integrity report and to close for the period
- ❑ Involved in the ERP implementation and transition from JDE to ERP successfully
- ❑ Intercompany payment processing
- ❑ PWC audits and compliance monitoring

Dec 2006 – Jan 2010: United Parcel Services Singapore Pte Ltd: Revenue Management Specialist [Mar 2008 – Jan 2010] & Finance & Accounts Coordinator [Dec 2006 – Mar 2008]

Job Specification:

- ❑ Performing and approval of bid processing, rate review, analysis of monthly Revenue Management plan and results
- ❑ Conducting audit of system and processes
- ❑ Liaising between Marketing, Business Development and Finance & Accounting to ensure proper execution of Revenue Management policies and initiatives
- ❑ Supporting Revenue Management activities such as training, maintenance of Revenue Management systems, and adhoc projects
- ❑ To monitor each South Asia Country's performance on Accounts Receivables, analyze and to prepare analysis report
- ❑ Research reasons on cost variances and report on the P&L to the Senior Vice President, UPS South Asia Pacific
- ❑ Financial analysis and management reporting of South Asia's countries' performance, e.g. Revenue recovery, AR Ageing and other KPIs that are critical to the success of the company
- ❑ Support, review financial budgeting, forecast and reforecast for South Asia countries' annual Business Plan

Oct 2005 – Jan 2006: Sauflon Pharmaceuticals: Accounts Payables Assistant, United Kingdom, London (Part – Time)

Job Specification:

- ❑ Preparation of cheques and standing order payments to suppliers
- ❑ Bank reconciliation and Accounts payable reconciliation
- ❑ Processing staff claims and supplier payments

ACADEMIC QUALIFICATIONS

Sep 2003 – July 2006: Kingston University, London

Awarded: Lower Second Class Honors BA Accounting & Finance

Major Modules of Study: Theory and Practice of Financial Reporting, Corporate Finance, Accounting for Management Decision Making, UK Advanced Business Taxation and Company Law

Jul 1999 – Jun 2002: Singapore Accountancy Academy, Institute of Certified Public Accountants, Singapore

Certified Accounting Technician: Completed levels A & B

Modules of Study: A1: Transaction Accounting, A2: Office Practice & Procedure, B1: Maintaining Financial Records, B2: Cost Accounting Systems, B3: Information Technology Systems and C1: Drafting Financial Statements – Industry & Commerce

Jan 1994 – Nov 1998: Yishun Town Secondary School, Singapore

GCE O Level: English, Mathematics and Tamil

GCE N Level: English, Mathematics, Science (Chemistry/Biology), History, Principles of Accounts and Tamil

KEY SKILLS

- ❑ Proficient in operating accounting soft wares such as ACCPAC, JD Edward V7.3, ERP (JDE Version 8.12 or JDE Enterprise 1), Oracle, SAP, Hyperion Enterprise, COGNOS and Navision
- ❑ Fluent in English, Tamil and Malayalam

ACHIEVEMENTS

- ❑ Course Representative for 2nd and 3rd year of University.
- ❑ Successfully assisted lecturers in events organizing for university orientations
- ❑ Successfully played the violin for performances at the Temple Of Fine Arts, Singapore
- ❑ Successfully choreographed many dances for Cultural Programs hosted in London
- ❑ Top Sales & Best Customer Service for Dixons (UK) for the District
- ❑ Emceed for various corporate events organized by my employment
- ❑ Took part and awarded 'Best Speaker' in debates in Secondary School

REFERENCES

Available upon request.