

# RESUME

## PERSONAL PARTICULARS

Choo Seow Fong

Tel: 81243567

Email: [seowfong5@yahoo.com](mailto:seowfong5@yahoo.com)

## CAREER OBJECTIVE

To join an organization that values its human resources and provides opportunities for growth and development.

## WORKING EXPERIENCE

### Finance Manager

Jan 2012 – present

National Council of Social Service

- General Ledger reporting, Fixed Asset, Accounts Payables and Business Partner to assigned team.
- In charge of general ledger up to statutory reporting. Include review and post journals, review treasury transactions and reports, prepare financial statements, divisional reports, variance analysis and reporting to other government agencies.
- In charge of month end and year end closing including liaising with external auditors.
- Grant management
- In charge of fixed assets including fixed asset accounting and asset count.
- Review payments.
- Business partner to assigned team mainly during budget exercise.
- Review and implement accounting procedures to improve operational efficiency.
- Assist in the supervision of finance staff.

Reason for leaving: Looking for other career opportunities.

### Temp Accountant

Jul 2011 – Jan 2012

Building and Construction Authority

- Check and approve suppliers invoices
- Check procurement submissions
- Check financial transactions and audit schedules
- Bank reconciliation

Reason for leaving: Found a permanent job  
resume\_csf

## WORKING EXPERIENCE

### **Assistant Manager, Finance**

Sep 2010 – Apr 2011

Resorts World at Sentosa Pte Ltd

- Update bank signatories and open new bank account for the company and subsidiaries
- Prepare daily bank balance report and weekly loan and bank balance report
- Prepare month end loan interest journal in Peoplesoft
- Check and post month end journal for fixed deposit and fund transfer into general ledger in Peoplesoft
- Check fund requisition form, fund transfer instruction, fixed deposit letter, bank guarantee application form prepared by executive
- Yearly renewal of money changer licence

Reason for leaving: To qualify for a new HDB flat

### **Treasury Accountant**

Apr 2009 – Sep 2010

AEA International Holdings Pte Ltd

- Handle projects such as removal of single signatory, reduction of number of bank accounts on a global basis, netting
- In charge of operation desk duties including sending confirmation and preparing settlement instruction for time deposit, loan and foreign exchange deals
- Prepare interco and external fund transfer
- In charge of treasury accounting including preparing accounting entries for time deposit, loan, foreign exchange transactions, outward fund transfer, inward fund receipt, bank charges and interest income into Sun Accounting System
- Issue debit note to interco for outward fund transfer and chase interco for debit note for fund receipt
- Prepare dividend payment and payment to note holders
- Prepare monthly reports such as number of bank and bank account report, bank reconciliation
- Prepare and analyze monthly interest income and expense and finance charges report
- Manage bank accounts globally including account opening and closing, update of signatories and maintain master record of account listing and signing matrix
- Involve in yearly budget of interest income and expense and finance charges
- Handles the accounts of a subsidiary

Reason for leaving: Opportunity to join RWS

## WORKING EXPERIENCE

### Financial Analyst

Sep 2008 – Dec 2008

Hewlett-Packard Asia Pacific Pte Ltd

- Post journals and manage system interfaces into the general ledger
- Execute month end close tasks, perform foreign currency analysis and generate general ledger reports
- Process evaluation & documentation

Reason for leaving: Nature of job is more of system analyst rather than financial analyst

### Senior Accountant

Aug 2005 – Aug 2008

Singapore Technologies Kinetics Ltd

- In charge of subsidiaries and associates accounts
- Day-to-day financial accounting and controls
- Monthly and year end closing and schedules
- Budget, quarterly reviews and analysis of financial results
- GST reporting, income tax, treasury, statutory accounts and management reports

Reason for leaving: For better career prospect

### Senior Treasury Executive

Dec 2001 – Aug 2005

Singapore Technologies Engineering Ltd

- Manage the Group's cash and foreign exchange hedging
- Daily cash management and reconciliation of sweeping accounts
- Execution of time deposit and foreign exchange transactions
- Treasury admin and reports

Reason for leaving: Internal transfer as part of career development

### Accounts Assistant

Oct 1996 – Jun 1998

Ingersoll-Rand SEA (Pte) Ltd

- Intercompany payables
- Bank reconciliation
- Cash receipts and petty cash
- Monthly and quarterly reports
- Journal entries
- Expense reports

Reason for leaving: To study at NTU

## WORKING EXPERIENCE

### **Junior Admin Assistant (Personnel – Training)**

May 1996 – Oct 1996

Matsushita Electric Motor(s) Pte Ltd

- Overseas training admin and travel claims

Reason for leaving: To switch to accounting

## EDUCATION

### **Bachelor of Business (Banking)**

1998 – 2001

Second Class Honours (Lower Division)

Nanyang Technological University

### **Diploma in Business Studies (Personnel & Administration)**

1993 – 1996

Ngee Ann Polytechnic

### **GCE “O” Level (7 credits)**

1989 – 1992

Jin Tai Secondary School

### **PSLE (4 credits)**

1983 – 1988

Yuhua Primary School

## PROFESSIONAL QUALIFICATION

### **ACCA**

1997 – 1999

ACCA

## OTHER INFORMATION

Computer skills	MS Word, Excel, Powerpoint
Other software skills	SAP, Peoplesoft, Sun Accounting System, MFG PRO, Hyperion, Cognos, FRANGO, Bloomberg, Oracle



Nanyang Technological University

Republic of Singapore



*Degree of Bachelor of Business*

It is hereby certified that

*Choo Seow Fong*

having satisfied the requirements prescribed by Statute  
and having been awarded Second Class Honours (Lower Division)  
in the Final Examination was admitted to the Degree of Bachelor  
of Business on *30 June 2001*.



President

Registrar