

Angeline Ng Swee Huang

Date of birth: 25th March 1986
Gender: Female
NRIC No.: S8682406Z
Nationality: Malaysian (SPR)
Race: Chinese
Marital status: Single
Address: Blk 448, Jurong West Street 42 #08-238
Singapore 640448

Objectives	<ul style="list-style-type: none">➤ I seek to stay motivated and to have the ability to excel in high-pressure and deadline-driven environments. Having efficiently managed every accounting tasks handled over by team supervisors and completed tasks to satisfaction, I wish to contribute what I have learnt to the organization and to gain further experience in accounting field.
Educational Qualifications	
Yr 2017 - Current	ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA) <ul style="list-style-type: none">➤ London School of Business and Finance Singapore➤ ACCA LEVEL 1 (F1 – F3) : COMPLETED➤ ACCA LEVEL 1 (F4 – F9) : ON GOING
Yr 2006 - Yr 2009	DEGREE <ul style="list-style-type: none">➤ UNIVERSITY UTARA MALAYSIA (UUM)➤ Field of Study: FINANCE AND BANKING➤ CGPA : 3.27/4
Jan 2006 – Nov 2006	STPM (SIJIL TINGGI PERSEKOLAHAN MALAYSIA) <ul style="list-style-type: none">➤ INSTITUTE BUKIT MERTAJAM (IBM)➤ Result: 1A 3B➤ CGPA : 3.25
Jan 1998 – Dec 2001	SPM (SIJIL PELAJARAN MALAYSIA) <ul style="list-style-type: none">➤ School: S.M.J.K KRIAN➤ Result :2A4B4C

Work Experience

Apr 2018 – Current

Cathay Cineplexes Pte Ltd

Assistant Finance Manager

- Oversee financial reporting and lead a team of staff to ensure smooth operation of the Accounts Payable Function.
- Responsible for timely and accurate submission of P&L and Balance Sheet schedules and monthly preparation, review and analysis of management report.
- Ensure that all invoices are accurately booked into the accounting system, and are supported by the required documents. This includes reviewing invoice postings to ensure accurate coding of accounts, invoice description and tax details, in accordance with tax, accounting and management reporting requirements as well as accounting policies
- Track and monitor project and capex expenditure to ensure spending is within budget, proper approval and documentation is submitted and provide guidance on accounting treatment of certain expenditures and purchases and ensure treatment is in compliance with Finance's policy and procedures
- Review and ensure prompt payments make to supplier, landlord for rental payment, withholding tax payment etc
- Prepare quarterly GST submission
- Work closely with other functions to proactively manage and resolve business and operational issues effectively and efficiently
- Liaise with auditor in year-end audit, follow up on audit issues, and ensure compliance with filing deadline.
- Participate in projects implementation and enhancements, streamlining and documents work procedures and processes
- Review all BG applications, probe on the usage and necessity of renewal, ensure adequate, BG line in place, update Group Treasury - BG report
- Daily Cash flow monitoring
- Assisting in the preparation of annual reports

Mar 2012 – Apr 2018

Neo Garden Catering Pte Ltd

Senior Finance Executive

- Adept in using NAV Accounting System
- Orange Clove Catering Pte Ltd
 - Handle GL, AP & AR (partial) including monthly bank reconciliation and Journal Entries
 - Prepare monthly PL and BS Schedule
 - Responsible for preparation of month-end reporting and analysis
 - Prepare financial and cash flow forecast reports
 - Quarterly GST reporting
 - Liaising with tax agent, company secretary
- CHOZ Confectionery Pte Ltd
 - Handle full set of account including monthly bank reconciliation and journal entries
 - Prepare monthly PL and BS Schedule
 - Responsible for preparation of month-end reporting and analysis
 - Prepare financial and cash flow forecast reports
 - Quarterly GST reporting
 - Liaising with tax agent, company secretary
 - Budgeting & Forecasting
 - XBRL Filling

Mar 2010 – Mar 2012	Banquet Holdings Pte Ltd Accounts Assistant (Account Receivable) <ul style="list-style-type: none"> ➤ Adept in using ACCPAC. ➤ Handled Account Receivable function <ul style="list-style-type: none"> -Prepare tenant invoice <ul style="list-style-type: none"> - Billing tax invoice to the related parties - Daily sales reporting and data entry - Credit Card Reconciliations - Intercompany Billing ➤ Handled Account Payable function <ul style="list-style-type: none"> -Checking and key in Stock Invoice into accounting system -Managed vendor accounts, generating monthly on demand cheques - Staff Claims / Petty Cash ➤ Basic Knowledge about bank reconciliation
Computer Skills	Excel in the following software programs: <ul style="list-style-type: none"> ▪ Microsoft Great Plains (MGP) ▪ Sage x3 ▪ FileMaker ▪ Microsoft Dynamics NAV 2013 ▪ ACCPAC Accounting System ▪ QuickBooks Accounting System ▪ MYOB Accounting System ▪ UBS in Accounting, Stock Control and Payroll ▪ Emas in Accounting, Inventory System ▪ Microsoft Excel ▪ Microsoft Word ▪ Microsoft Power Point ▪ Able to grasp any new accounting software functionality
Languages	<ul style="list-style-type: none"> ● Mandarin ● English ● Bahasa Melayu
Current Salary	\$3,700

Leaving Reason	<ol style="list-style-type: none"> 1. Cathay Cineplexes Pte Ltd <ul style="list-style-type: none"> - I'm looking for better career prospects, professional growth and work opportunities 2. Neo Garden Catering Pte Ltd <ul style="list-style-type: none"> - I would like to exposure to different industry. 3. Banquet Holdings Pte Ltd <ul style="list-style-type: none"> - To have better prospective
Availability	1 Month Notice