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| VAISH  Accountant | F:\MLT DOCUMENTS\EMPLOYEE RECORD - COC\2. SPASS\1. VAISHNAVI\PHOTO.JPGMulti-tasking Senior Admin/ Accounts Executive with 5+ years of experience in the Marine Shipyard Industry. Can manage +3 executive schedules. Looking to leverage proven communication, planning and email management skill in the position of Administrative Accounts Executive at Acme. | | |
| **Personal info** | **Experience** | | |
| **Address**  **Blk 710, Jurong West St 71**  **#15-24, Singapore 640710**  **Phone : +65 8666 4232**  **E-mail**  [**vaishu\_shanker@hotmail.com**](mailto:vaishu_shanker@hotmail.com)  **Date of birth : 1988-02-09**  **Nationality : Sri Lankan**  **LinkedIn**  **https://www.linkedin.com/in/vaish-shanker-371717102/** | 2017- 03 to present  2015- 08 to 2016- 09 | **Senior Accountant** *Vimtec Marine Engineering Pte Ltd/ MLT Engineering Pte Ltd, Singapore.*   * Handling the finance and accounting department * Overall in charge of accounts receivable, accounts payable and general   **Administrative Accounts Executive** *Sunraj Marine Pte Ltd, Singapore.*  **Department of Accounts**   * Responsible for Customer’s invoice preparation according to the sales orders * Monitoring customer account details, payments, non-payments, delayed payments and other irregularities and maintain accounts receivable customer files * Keeping vendor information updated * Process creditor’s invoices on an accurate and timely basis ensuring appropriate authorizations are obtained and verifying the accuracy of general ledger allocations along with data entry * Preparation and process of payment batches according to the agreed credit terms and payment allocation * Perform monthly Creditor’s and debtor’s reconciliation * Petty Cash management and cash flow forecasting * Banking and liaising with financial institutions to solve bank related issues & Bank reconciliation process * Produce and review accounting related system reports * Preparation of Profit and Loss account, Balance sheet, GL and cash flow budgeting * In-charge of GST submission, CPF Submission, PIC submission and ECI Submission | |
| **Skills** | 2015- 02 to 2015- 07  2012- 05 to 2015- 02  2010- 06 to 2011- 12  2006- 11 to 2007- 09 | | **Department of HR**   * Human Resources functions such as Interviewing, staff coordination, leave approval and roster * Responsible for the workers compensation claims and organize insurance * Managing incoming and outgoing inquiries, overseeing order of office stationary, mail in/out, coordination and maintenance of company vehicles, uniforms, and other general office management duties * Raise purchase order for distribution centre consumables and requisites * Responsible for Payroll-related activities such as payroll processing, leave, superannuation, and tax * Assist Production Manager in preparation of Quotation, Project Budgeting and Work Completion Report * Arrange travel bookings for Director/ Staffs/ Workers   **Account Executive** *Tech Offshore Marine (S) Pte Ltd, Singapore.*   * Organised and is accountable for timelines, status reports, and internal reviews * Builds and own a good, long-lasting relationship with clients, the account, planning, and creative teams * Responsible for the financial activity on the account within the team   **Accounts Executive** *Greatsea Holdings Pte Ltd/ Greatsea Marine Services, Singapore.*   * Managing daily cash flow * Prepare account closing and consolidate financial statements * Maintaining Accounts Payable, Accounts receivable and payment records * Responsible for ensuring that all Invoices processed and Invoices properly coded to the right accounts in accordance to the Company’s chart of Account * Preparation and Process of Payment batches according to the agreed credit terms and payment allocation * Everyday reconciliation of customer’s payments against payment slip and maintain accounts receivable customer files * Bank reconciliation process * Monitoring inter-company banking transactions * Examining and analyzing operating costs and the income and expenditure of business * Monitor and review accounting and related system reports for accuracy and completeness. (Monthly revenue report, Monthly GST report, internal entity * report) * Resolves administrative problems by coordinating preparation of reports, analysing data, and identifying solutions. * Deputize for payroll manager in payroll matter whenever required * Submission of AGM, PIC claim and ECI * General clerical duties including maintain electronic and hard copy filing system, Photocopying, fax and mailing   **Head of Department, Accounts** *Trans-Asia Accountancy Sdn Bhd, Malaysia.*   * Preparation of profit and loss statements and monthly closing and cost accounting reports * Compile and analyse financial information to prepare entries to accounts, such as general ledger accounts, and documenting all business transactions. * Monitor and review accounting and related system reports for accuracy and completeness * Bank reconciliation * Explaining billing invoices and accounting policies to clients whenever required * Resolving all accounting discrepancies * Interaction with internal auditors in completing audits as well as external audits * Tax Computation * Make reminder letters and arrangements to collect accounting documents from clients   **Accountant, Internship** *Trans-Asia Accountancy Sdn Bhd, Malaysia.*   * General bookkeeping * Other duties assigned   **Customer Service Officer (CSO)** *Standard Chartered Bank, Sri Lanka.*   * Accepting and posting of outward clearing cheques * Issuance of Pay Orders * Posting of LKR and FX transactions * Preparation of exchange related statements * Inward clearing * Handled cash department * Other duties as assigned |
| **Software**  **MYOB| QuickBooks| Brass Tax| S2000 | UBS| AutoCount**  **Computer skills**  **Spread sheet| word processing programs (Ms Office)| email at a highly proficient level**  **Process Accounting skills**  **Journals| Ledger| TB| P&L| Balance sheet| Reconciliation debtor, creditor, bank statement| Invoicing| Payroll**  **Language**  **English| Tamil** |
| **Education** |
| **B.A (Hons) in Accounting and Finance**  **KBU International College, Malaysia, affiliated to Anglia Ruskin University, United Kingdom, 2011.**  **Diploma in Information Technology**  **London Institute for Further Education, United Kingdom, 2006.** |
| **Training** |
| **2015, Director Compliance Programme by ACRA-SID, Singapore.**  **2013, MYOB Workshop and Training, Singapore.**  **2010, OSK Investment Bank, Malaysia**  **2010, SSM Workshop, Malaysia**  **filing of statutory documents by Suruhanjaya Sayarikat Malaysia (SSM)** |
| **Referees** |
| **Mr John H.N. Ng**  **Director Tech Offshore Marine (S) Pte Ltd, Singapore Email:** [**john@tom.sg**](mailto:john@tom.sg) **Tel: +65 6661 6403**  **Mr SubramaniamWalpitaliyanage**  **General Manager Greatsea Holdings Pte Ltd Email:** [**subra@greatsea.com.sg**](mailto:subra@greatsea.com.sg) **Tel: +65 67954357** |