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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****Date of birth : 1988-02-09****Nationality : Sri Lankan****LinkedIn****https://www.linkedin.com/in/vaish-shanker-371717102/** | 2017- 03 topresent2015- 08 to2016- 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
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| **Skills** | 2015- 02 to2015- 072012- 05 to2015- 022010- 06 to2011- 122006- 11 to2007- 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
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| **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****DirectorTech Offshore Marine (S) Pte Ltd, SingaporeEmail:** **john@tom.sg****Tel: +65 6661 6403** **Mr SubramaniamWalpitaliyanage****General ManagerGreatsea Holdings Pte LtdEmail:** **subra@greatsea.com.sg****Tel: +65 67954357** |