

## **EDUCATION**

**Nanyang Technological University, Singapore**

Aug 2024 - Aug 2027

**Bachelor of Accountancy, 4.14 CGPA**

- Relevant Coursework: Accounting I & II - foundational accounting principles, Principles of Taxation - Treatments & Computations, Intermediate Excel
- Currently taking coursework in Assurance and Auditing
- Learnt to create and analyse financial statements.
- Strong foundation on SFRS(I)/FRS Accounting standards.
- Engaged with accounting software to record transactions, update accounts and generate financial statements in QuickBooks.

## **TECHNICAL SKILLS**

- Data Entry & Tracking
- Professionalism and Work Ethic
- Attention to Detail
- Proficient in Microsoft Office, Excel, PowerPoint, Word, Python, Xero, ABSS Accounting Software Singapore, XBRL

## **EXPERIENCE**

**AccVisory Pte Ltd**

May 2025 - Jul 2025

**Accounts Intern**

- Prepared financial statements for clients and converted to XBRL for ACRA filing, aligning with SFRS disclosure requirements.
- Performed bank reconciliations, cleaned and imported large datasets from source systems, and standardised chart-of-accounts mappings.
- Conducted analytical review (variance analysis) for management accounts, identifying drivers behind material movements.
- Drafted professional client emails and notes to explain accounting treatments and disclosure rationale; collaborated closely with partners and the full-time accountant.
- Built and maintained working papers/templates in Excel (Pivot Tables, INDEX-MATCH, data validation) to improve repeatability and reduce manual errors.

**Vanguard Systems Solution Pte Ltd**

Mar 2024 - Jul 2024

**Sales Assistant**

- Responded to several customer enquiries and advised on available fire-related products to fit specific needs on a daily basis.
- Analysed 2-3 projects building designs, quantifying necessary components required by customers and generating cost estimates daily, according to fire code & policies by SCDF.
- Handled cash sales and arranged for delivery and secured 3 confirmed projects.
- Prepared 3-4 sales quotations for Fire Alarm, PA, PWD Systems, sales invoices and delivery orders, daily.

**Thomson Medical, Singapore**

Jan 2022 - Mar 2022

**Patient Intake/Discharge Assistant**

- Experienced working in a fast-paced medical office environment dealing with over 200 patients a day.
- Conducted preliminary assessment on each patients health, to ensure safety of patient and medical centre, handling at least a 100 patients each shift.
- Ensured accuracy of patient records by verifying information prior to entering it into reporting system.
- Prepared and updated brief reports on patients medical records and current well-being.
- Conducted post-treatment discharge patient briefing and prepared patient discharge documents.

## **VOLUNTEER EXPERIENCE**

**The Boys Brigade in Singapore (11th Company)**

Jan 2019 - Present

**Officer-In-Charge (2LT)**

- Build strong relationships within community by participating in local events and activities.
- Administered and created training and awareness programmes & lesson materials.
- Provided guidance, support and mentorship to Boys aged 13-16, in developing professional skillsets.
- Consider cost effectiveness, technical feasibility of company activities and initiatives.
- Lead planning and execution of annual mock amazing race, involving 4-5 other companies. A training initiative to prepare for a 25KM long amazing race across Singapore, while completing mental and physical challenges.