**­­ Manpreet Kaur**

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**CAREER OBJECTIVE**

Harness my current accounting experience of serving multiple clients, underpinned by strong teamwork skills, effective interpersonal capabilities, and clear communication skills, that will develop a deeper business analytical mindset and add value towards my ambition of becoming a fully accredited CPA accountant.

**WORK EXPERIENCE**

**LANTURN PTE LTD**  **MAR 2020 – FEB 2023**

***Senior Accountant*** *(Full-time)*

**Key responsibilities:**

* Confidently managed and oversee an annual client portfolio of 20 companies that required accounting services on a monthly, quarterly and yearly basis
* Diligently performed day-to-day accounting transactions on multiple accounting softwares including Xero, Receiptbank and in-house accounting softwares
* Performed closure on a full set on accounts for various monthly ledger accounts including bank reconciliation, journal entries, fixed assets depreciation
* Systematically prepared monthly accounts payable and receivable reports for clients
* Prepared monthly management accounts for various clients for auditing and taxation purposes
* Prepared financial reports including management accounts, unaudited Financial Statements and basic consolidation workings in compliance with Singapore Financial Reporting Standards (SFRS)

**GST**

* Rendered step-by-step assistance to clients on the GST registration process on the IRAS website
* Computed and submitted quarterly GST F5 filing for clients using Xero and Excel
* Reviewed and provided feedback on the GST F5 reports that were done by Junior Accountants before submitting to clients for approval

**Payroll**

* Confidently performed full spectrum of payroll activities using payroll software’s like Talenox, Payboy and Bamboo HR
* Preparing and finalising the entire payroll summary, uploading the bank file on various ibanking platforms, computing CPF, SDL, SHG contributions, staff reimbursements and leave encashments.
* Confidently assisted new clients on the registering for CPF employer e-submissions online
* Advise clients on incomplete month’s salary calculations, submissions of IR21 for departing foreign employees, and any forex exchanges adjustments for oversee base employees

**Taxation**

* Confidently preformed the computation and filing of Corporate Income Tax (CI) and Estimated Chargeable Income (ECI) on the IRAS website using the Form C filing for clients
* Provided advice on tax management and tax related matters to clients, under the guidance of Accounting Managers
* Assisted new clients setting up companies in Singapore on the enrolment of Auto-Inclusion Submission (AIS) for employee income tax submission and the IR8A submissions

**Team Management**

* Worked closely with Accounting Managers to set up the team structure, processes, and goals by providing feedback on the challenges and areas of improvement
* Participated actively in weekly catch-up sessions via zoom to inform Accounting Managers on updates pertaining to various clients that were under my team and my portfolio
* Posted and answered questions on Slack accounting pods to cultivate the culture of a learning organisation for the betterment of the team
* Provided one-on-one coaching for the on-boarding new accountants via zoom calls and phone discussions to ensure that was proper guidance given to new team members
* Timely reviewed and assisted Accountants and Junior Accountants on quires on a daily basis

**Achievement:**

* Given a promotion within 20 months of service to the position of a Senior Account to diligently managing a group of accountants and junior accountants, together with, their respective client portfolios.

**BS SONS PTE LTD**  **JAN 2017 – FEB 2020**

***Accountant*** *(Full-time)*

**Key responsibilities:**

* Diligently managed and supported the sales function of the company by accurately invoicing local and export customers, conducted weekly stock analysis of 1500 SKUs using cost-based analysis to manage aging inventory
* Accurately processed telegraphic payments to local and overseas suppliers, monitored the booking of Forex rates with Western Union Dealers, and preformed UOB and OCBC invoice financing loans via phone banking and internet banking for import shipments
* Preformed daily payments using fast payments and PayNow to suppliers whilst tallying the incoming payments of customers on UOB and OCBC internet banking
* Computing GST claims by reviewing the sales and purchases ledgers, together with, the necessary trade documentations before making final submission GST F5 submission with IRAS
* Preparing weekly journal entries, preformed contra-payments and maintained various ledgers that were required by the senior accountant
* Reconciling monthly Accounts Payables Report of numerous local and overseas supplier with Bank Book and QuickBooks for strict credit control
* Systematically preparing and compiling essential business activity reports like monthly bank reconciliation statements, creditors and debtors outstanding statements, inventory aging report, and revenue report on stock movements
* Preformed full spectrum of payroll activities including employees CPF contributions, staff reimbursement, leave encashments and employee annual tax returns
* Meticulously preparing monthly consolidation of accounts on intra-group trading and weekly accounting reports
* Delegating and effectively managing the work to accounts assistant to ensure the administrative duties of the accounts department were preformed which included the filling of sales and purchase invoices, company letters, emailing customers on outstanding, booking Fedex shipments and maintaining the petty cash register

**Achievement:**

* Given a promotion after 1.5 years of service to a Lead Accountant to managing and overseeing the junior accountant and administrator.

**SKILLS PROFILE**

**Technical Skills:**

* Good knowledge of financial reporting, GST and taxation to provide accounting advise for new companies setting up base in Singapore
* Competent user of Microsoft Excel illustrated through utilising different functions such as vlookup and pivot tables after working in Lanturn
* Well-versed with providing the necessary support to clients and patiently addressing their quires after working in Lanturn

**Non-technical Skills:**

* Strong teamwork skills exhibited through working in a diverse environment with members from various multinational ethnicities in Lanturn
* Good multi-tasking skills acquired in supporting accounts and sales department by working as an Accountant in Lanturn
* Confident problem-solving and analytical skills gained through working in different management projects during university projects

**EDUCATION**

**University of Wollongong, Australia JUL 2013 – JUL 2016**

***Bachelor of Commerce***

***Majors: Accounting***

Relevant subjects:

* Management Accounting, Auditing and Assurance, Corporate Finance

**Internship in IBM:**

Worked in a time sensitive environment where I contributed significantly to the Workforce Management Department by overlooking responsibilities like documentation of pro-forma invoices, drafting weekly reports and providing administrative support to the Finance and HR department. Through the internship, I gained the necessary experienced in quick decision making, a boarder understanding of large organisation operations and the structural hierarchy that exist within.

**Segi College, Kuala Lumpur (Malaysia) AUG 2011 – SEP 2012**

***Foundation Programme in Commerce***

**PROFESSIONAL DEVELOPMENT**

**CPA Program (Australia) JUN 2020 – CURRNET**

***Subjects Undertaken:***

* Ethics and Governance
* Financial Reporting
* Strategic Management Accounting
* Global Strategy & Leadership
* Singapore Taxation
* Digital Finance

**CO-CURRICULAR ACTIVITES**

**INTI International College Subang DEC 2013 – MAR 2014**

***Member, CPA Australia Student Charter Club***

**Contributions:**

* Participate in coordinating and hosting networking business events involving MNCs
* Carried out marketing campaigns on promoting professional development to university students

**SOFTWARE LITERATCY**

* Accounting Software – Xero, QuickBooks, Receipt Bank and Tally 7.2
* iBanking Platforms – UOB Infinity, OCBC Velocity, DBS Ideas and PayPal
* Work Productivity and Communication – Slack, Dropbox, and Google Work Suite
* Payroll – Telenox, Payboy and Bamboo HR
* Video Conferencing – Zoom, Microsoft Teams and Google Meet

**INTERESTS**

* Maintaining a healthy lifestyle for mental and physical well-being

**PERSONAL BIO**

* Female / 31 Years / Singapore - PR

**REFEREES**

Available upon request.