

## Jenny Tan Hui Ling

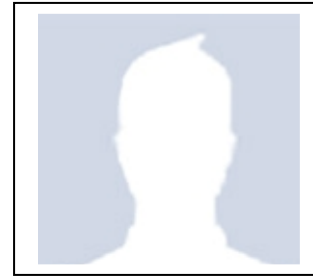
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## Objective

To contribute my accounting knowledge and expertise in meeting company business objectives.

## Profile Summary

- 2 years of auditing experience in a medium-sized firm and 1 year of full-set accounting experience with good exposure in SAP system.
- Well versed in accounting principles, practices and systems as well as business operations.
- Recognized for problem-solving strengths as well as thoroughness and accuracy.
- MIA membership application pending for approval.

## Work Experience 2007 – till now

### Accounts cum Disbursement Officer, ANQ Container Line Sdn Bhd

Jan 2009 till now

Job Level	Junior Executive
Job type	Contract
Industry	Transportation/Logistics
Job Specialization	Accounts: Full Set/Costing
Monthly Salary	RM2300
Job Responsibilities	<ul style="list-style-type: none"><li>• Reports to Accountant and supervises one Accounts Assistant.</li><li>• Handle monthly general accounts for 5 agents.</li><li>• Processed freight and detention journal.</li><li>• Keep track of outstanding payment of agent's account.</li><li>• Full set of accounts using the SAP system.</li></ul>
Achievements	<ul style="list-style-type: none"><li>• Managed to prepare financial statements in accordance with accounting standards and timeline given.</li><li>• Took less than a week to train junior on how to use the SAP system successfully.</li></ul>

**Audit Assistant, Grant Thornton KL**

Mar 2007 – Dec 2008

Job Level	Junior Executive
Job type	Permanent
Industry	Accounts/Audit/Taxation
Job Specialization	Accounts: Audit, Tax, Professional Services
Monthly Salary	RM1500
Job Responsibilities	<ul style="list-style-type: none"><li>• Assist senior auditors in the department by analyzing financial data collection.</li><li>• Conduct physical stock take at clients' office.</li></ul>
Achievements	<ul style="list-style-type: none"><li>• Managed to complete audit assignments for companies of various industries, i.e., construction, trading and service.</li><li>• One particular assignment was an outstation project of 1 month in which I was able to complete together with two colleagues within the timeline given.</li></ul>

**Academic Qualifications**

RMIT University

Bachelor of Accounting, June 2006

CGPA: 3.12

**Skills**

Skill	Proficiency	Years of experience
Auditing	Advanced	2
Full Set Accounts	Advanced	2
SAP System	Advanced	1
MS Office	Advanced	6
Supervisory	Intermediate	1

**Languages** (0=Poor, 5=Excellent)

Language	Spoken Proficiency	Written Proficiency
English	5	5
Bahasa Malaysia	5	4
Chinese	5	3

**Other Particulars**

Date of birth	1 <sup>st</sup> April 1985
Nationality	Malaysia
MyKad/Passport	850401-14-6877
Gender	Female
Marital Status	Single
Willingness to travel/relocate	Will consider
Own transport	Yes
Expected Salary	RM2500 & above
Availability	1 month's notice