**Badriyah Binte Mustafa Jailani**badriyah.bmj@gmail.com│ 9113 3221 │ Singaporean | Availability: Immediate

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**PROFILE**

Accounting and Administrative Executive skilled in supporting functions, including addressing customer enquiries, data entry, managing records and handling cash transactions.

Proficient in Microsoft Visual Studio, Word, Excel, Powerpoint, Data base Management and Adobe Photoshop.

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**KEY SKILLS**

Organisational Skills

Interpersonal Skills

Administrative Support

Problem-Solving

IT Skills - Microsoft Product Suite, Adobe Photoshop and Microsoft Visual Studio using the C# Language

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**CONTRACT WORK HISTORY**

**Admin Staff, ML Consulting Pte Ltd** Mar 2017 to May 2017

* Administrative tasks - HDB financial service
* Transcript on marine business
* HDB property excel spreadsheets

**Admin Officer, Raffles Strata Pte Ltd** Jan 2017 to Feb 2017

**Accounting and Admin Executive, Pacific Property Management**

* in charge of parking for residents
* collating monthly payroll
* handle cash transactions for monthly invoices

**Officer, Inland Revenue Authority of Singapore** Oct 2015 to Dec 2015

* Administrative tasks for the Corporate Finance Division

**Administrative and Accounts Executive, Raffles Studio Pte Ltd** Jan 2013 to Mar 2014

**Administrative and Accounts Executive, Aug Investment Pte Ltd**

* Handle cash transactions – deposits, receipt and refunds
* Assist in preparation and collation of tender documents, and costing and procurement reports
* Handle rental transactions
* Prepared company accounts
* Prepared GST returns

**Costing and Admin Assistant, Banyan Tree Hotels & Resorts Pte Ltd** Jan 2012 to Mar 2012 (Internship)

* Assist planners in conducting research, sourcing of data, preparing presentation slides, filing and collating project information
* Assist in preparation and collation of tender documents and costing and procurement reports

**Accounting Assistant, Prime Electrical Pte Ltd** Feb 2009 to Apr 2009 (Internship)

* Recorded all accounting ledgers into an accounting software
* Administered tasks such as data entry

**Assistant, Associate Business Consultants Pte Ltd** Oct 2006 to Dec 2012 (Quarterly holiday job)

* Illustrated brochures for clients
* Designed PowerPoint slides for meetings
* Formulated Excel spread sheets for data entry
* Prepared company accounts for 2007 to 2011

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**EDUCATIONAL & PROFESSIONAL QUALIFICATIONS**

**Kaplan Financial**

ACCA Qualification Jun 2010 to Jun 2020
Level 2 in progress (Done with 10 out of 14 papers)

**Singapore Polytechnic**

Diploma in Business Administration, Marketing Management Apr 2007 to Feb 2010

**Singapore Polytechnic**

Certificate in Software Programming and Applications Apr 2008 to Sep 2009

Graded ‘A’ in Database Management (with DLT), C# Programming