



FOO YAN XI

EXPERIENCE

Assurance Intern (Resources & Transportation)

Ernest & Young (EY) | Dec 19 – May 20

- Performed substantive audit work on Cash, PPE, AP, Expenses, Revenue, and Intercompany
- Reviewed bank reconciliation and reconciled AP and AR to supplier's statement of accounts
- Vouched to expenses, revenue, contracts for derivatives and brokers statement
- Completed testing on IPE, JE, Journal completeness, and Billing Cycle
- Obtained an understanding of EY Global Audit Methodology, strategy and process

IT Intern

DHL Global Forwarding | April 16 – Aug 16

- Delivered end-user desktop IT support for functions such as Email Personal Storage Table (PST), LAN access, Voice over IP (VoIP) Telephony for entire division consisting of approximately 500 employees
- Troubleshooting of 200 company computer systems, ensuring systems are functioning and consistently updated
- Managed asset and IT inventory management involving a minimum of 500 computer assets

EDUCATION

Singapore University of Social Sciences

Bachelor of Accountancy | Jul 17 – Aug 21

- GPA 3

Temasek Polytechnic

Diploma in business Information Technology | Apr 14 – Apr 17

- GPA 3.4/4.0

ACTIVITIES

SUSS Aquathlon and Track & Field, Member

- Represented SUSS in Singapore Inter-University Games in 2017 and 2019

SUSS Service Learning: PCF Sparkletots, Member

- Educated approximately 5 pre-school children on English Language concepts like nouns and verbs
- Tutored students who are weaker in their language and comprehension, resulted in improved communication skills
- Organized educational games to motivate children to improve their language skills



Singapore



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Temasek Polytechnic Triathlon, Secretary

- Coordinated and conducted training sessions with coach on a weekly basis
- Built seasonal race plan with committee members to prepare team for races such as Singapore International Triathlon
- Handled financial claims of approximately \$200 for the Co-Curricular Activity (CCA) group, increasing trust between my team and myself
- Represented Temasek Polytechnic in 15 Aquathlon events, achieving 2nd place in Team Overall Event in Singapore Aquathlon in 2015

ACHIEVEMENTS AND AWARDS

Edusave Skills Award 2017

CCA Merit Award (Sports) in 2017 and 2016

3rd place for Individual Sprint Event in Ultra Aquathlon 2016

National Youth Achievement Award (Bronze Level)

SKILLS

IT Skills:

- phpMyAdmin
- Data Mining
- Basic HTML
- Web and Mobile Programming
- Excel

Certifications:

- Certificate of Participation in SAP ERP and SAP SCM
- Bronze Medallion Award
- Certified in Cardiopulmonary Resuscitation and AED
- CMFAS Certifications in M5, M9, M9A, HI, BCP and PGI
- Certificate in Machine Learning using Python

COMMUNICATION

Able to speak English and Chinese