

Name: **CHEONG KONG YAN**

Correspondence Address:

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## **CAREER OBJECTIVE**

To seek an opportunity that provides me with growth in management and software skills in the related business industry embarked.

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## **ACADEMIC BACKGROUND**

### **1. Bachelor of Business (Accounting)(Hons) - Help University**

- Period: February 2012 till July 2015

- Second Class Honours (Lower class)

### **2. Software Engineering Immersive Bootcamp - General Assembly Malaysia**

- Period: April 2023 till July 2023

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## **WORK EXPERIENCE**

### **Audit Senior**

- **McMillan Woods Mea** (October 2015 – December 2018)

- Address: Block C, Unit 208, Phileo Damansara 1, 9 Jalan 16/11, Off Jalan Damansara, Petaling Jaya, 46350, Selangor.

- Assurance service job scope: Involved in the audit of a clients from various industries such as retail, solicitors, trust fund, automotive.

- Non-audit advisory job scope: Forecasting for financial institution requirement, quarterly review of account performance, and analysis of financial ratio.

## **Finance & Admin**

- **Brandker Group Holdings Sdn Bhd** (Jan 2019 – May 2019)
- Address: Unit 30-15, Tower 3, Icon City, Jalan SS 8/2, Sungai Way, 47300 Petaling Jaya, Selangor
- Event Management: Assist in event planning and look for sponsorship
- Finance & Admin: Staff payroll, staff claims and admin related task
- Accelerator program: Development of front end, operation, and back end for accelerator program

## **Senior Account Executive**

- **Logistics Worldwide Express Sdn Bhd** (June 2019 – Feb 2021)
- Address: Tower 3, Level 3A, Unit 7, (03-03A-07) UOA Business Park No, 1, Jalan Pengaturcara U1/51a, Seksyen U1, 40150 Shah Alam, Selangor
- Costing: Assist in cost calculation on quotation
- Account Receivable: In charge in customer billing
- System Development: Take part in development of auto billing system

## **Account Receivable Billing Specialist**

- **World Courier (M) Sdn Bhd** (May 2021 – Aug 2021)
- Address: 48, Jalan PJS 7/19, Pjs 7, 46150 Petaling Jaya, Selangor, Malaysia
- Account Receivable: Involved in billing for AUS and JPN region

## **Account Supervisor**

- **JW Quality Services** ( Sept 2021 – June 2022)
- Address: A-5-05 NEO Damansara, Jalan PJU 8/1, Bandar Damansara Perdana, Petaling Jaya, Selangor
- Management Account: In charge of completing customer's financial statement from various industries.

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## **SKILLS**

### **Accounting**

Microsoft Word, Microsoft Excel, auditing through SAP programme, SQL accounting software

### **Software Engineering**

JavaScript, React.js, Node.js, Python, HTML, CSS, React Native, MongoDB, GitHub

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## **LANGUAGE PROFICIENCY**

Written & Spoken Ability: English, Malay and Mandarin

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