

Name: **CHEONG KONG YAN**

Correspondence Address:

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Seksyen U4

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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.

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

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.

Investment Relation Manager

- **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.

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

LANGUAGE PROFICIENCY

Written & Spoken Ability: English, Malay and Mandarin
