

**ATIFAH ISHAK**  
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## **EXECUTIVE SUMMARY:**

- Senior Finance Manager with over 14 years' experiences in various industries e.g.: Fast Food Restaurant, Oil & Gas, Manufacturing and Fin-Tech Start-up.
- Finance Lead for all analysis and financial reporting, this including deep-dive analysis on KPI's, forecasting /planning, ad-hoc analysis with Senior Management and Board of Directors.
- Managed Credit and Collection department. Extend credit lines to customers, or negotiated prepayments. Follow up on collections and restructured A/R department.
- Experience in IAS, USGAAP, IFRS, MPERS, PERS, MFRS, and GST Reporting as well as compliance and reporting procedures for Malaysia, Indonesia, Singapore, Oman, Dubai, China, Korea, and Australia.

## **AREA OF EXPERTISE:**

Financial Budgeting	Accounts Payable	Team Management/ Performance
Internal Controls	Account Receivable	System Controls
Forecasting	Financial Reporting	
Accounts Management	Cash Flow Management	

## **CAREER OVERVIEW:**

2004 – 2007	Account Assistant, A&W Malaysia S/B
2007 – 2010	Finance Executive, Shell Malaysia Trading
2010 – 2011	Finance Analyst, Shell Shared Service Center
2011- 2015	Finance & Costing Manager, Material Sciences Corporation.
2015 – Present	Senior Finance Manager, Jirnexu Sdn Bhd.

## **EMPLOYEMENT HISTORY:**

### **JIRNEXU SDN BHD (Fin-Tech Start-up)**

#### **Senior Finance Manager (Malaysia, Singapore & Indonesia) Nov 2015 – present**

- Managed a team of accountants and finance colleagues at three locations (Malaysia, Indonesia and Singapore)
- Revamped consolidated KPI management reporting to balance operations performance to financial results.
- Managing and improving the company's entire financial accounting, monitoring and reporting systems.
- Work closely with Group CFO on full spectrum of financial matters concerning operations pertaining to performance management, budgeting, forecasting, cash management and sale analysis.
- Division lead charged to coordinate all internal and external accounting audit reviews - no audit findings or adjustments recorded.
- Presented to senior leadership monthly results with focused emphasis on key performance variance drivers.
- Provided financial analytics with narratives to support divestiture due diligence.
- Provided guidance, trained staff, and mobilized teams in finance and compliance matters
- Improved aging to 30 days vs. 300days
- Prepare monthly cash flow projections; consistently attaining the forecasted amount
- Collected in excess of RM 1.5mill for accounts past due one year, and now maintaining current status.
- Work with sales staff and all departments to improve all customer issues.

#### **Special Project:**

- Financial analysis with narratives to support fund raising - Series B

### **MATERIAL SCIENCES COMPOSITES SDN BHD (Manufacturing)**

#### **Finance (Malaysia, China, Korea)**

**Nov 2011 – Nov 2015**

- Team management of 7 finance professionals, including Finance Managers, Senior Finance Executives, AP & AR Officers.
- Overall responsibility for company P&L, with annual budget of USD24mill.
- Managed month, quarter and year end process.
- Managed financial KPI target achievement.
- Ensure finance integrity of organization through GAAP, IFRS and regular internal and external auditing of financial process.
- Business partner to company department, working closely with department managers to ensure budgetary requirements were attained.
- Compile and present detailed monthly, quarterly reports for Senior Management perusal and act as the focal point in preparing year-end.
- Devised and deployed multiple cost-savings initiatives resulting in a 20% reduction in company expenditures
- Focal point for GST implementation process.

**SHELL SHARED SERVICE CENTRE (OIL & GAS)**  
**Finance Analyst (Malaysia, Oman, Dubai, Australia)**

**Oct 2010 – Nov 2011**

- Maintained fixed asset details; including adding assets, transferring and disposing of assets when needed.
- Prepared monthly journal entries to record fixed asset activity.
- Responsible for preparing, reconciling and analysing various Balance Sheet account for Malaysia, Oman, Dubai and Australia.
- Responsible to prepare Balance Sheet analysis (FA) for Malaysia, Oman, Dubai and Australia.
- Prepared and reviewed quarter and year-end audit schedules and did follow up on related inquiries.

**Special Project:**

- Delivered SAP (R3) Training – Asset Module to Shell Indonesia and Chennai)
- Involved directly with Fixed Asset migration for six entities – Shell Pakistan, Dubai, Oman, Chennai, Australia, and Hong Kong)
- Super-user for SAP R3 – Transferred knowledge to Fixed Asset personnel in Pakistan, Dubai, Oman, Chennai, Australia and Hong Kong.

**SHELL MALAYSIA TRADING SDN BHD (OIL & GAS)**  
**Finance Executive (Malaysia)**

**Jan 2007 – Oct 2010**

- Administered productivity improvement projects by automating and streamlining business processes.
- Responsible for deriving the company's semi-annual depreciation expense budget.
- Closely worked with SAP consultant to develop the Fixed Asset module of the company's SAP system; included importing pertinent depreciation data and testing system to ensure reporting and depreciation accuracy of company assets.
- Participant in finalization of the semi-annual capital budgeting process
- Worked closely with project initiators to gather information on the status of projects; advised project managers on resolution of issues related to improper spending or overspending on projects.

## **A&W MALAYSIA SDN BHD (Fast Food Restaurant)**

### **Account Assistant AP& AR(Malaysia)**

**Nov 2003 – Jan 2007**

- Assist in sorting out restaurant cash bills and supplier invoices on daily basis.
- Assist in Sun – System to ensure all data is entered correctly.
- Assist in payroll – process time card, calculated tax and benefits deduction for restaurants.
- Assist in providing regular input on monthly reports.
- Generated, implemented and maintain financial statements

### **PROFESSIONAL DEVELOPMENT:**

Ongoing professional development through course in accounting and computing:

- Payroll Tax Workshop
- SAP R3 Training
- Sun System 6 Training
- GST Training
- Leadership Training
- Time Management

### **EDUCATION & CREDENTIALS:**

#### **TERTIARY EDUCATION:**

B.A (HONS) ACCOUNTING, SWANSEA UNIVERSITY, UK

#### **PROFESSIONAL AFFILIATE:**

ASSOCIATE, FINANCIAL ACCOUNTANT, UK

#### **TECHNICAL PROFECIENCIES:**

Microsoft Office, Confluences, SAP R3, ORACLES, UBS, MYOB, QUICKBOOK, SUNSYSTEMS.

**CURRENT PACKAGE:** RM 12,000 (BASIC SALARY)

**Reference:** Available upon request.