

Kho Teck Ghim – Qualified Chartered Accountant

Summary / Profile:

A finance manager with an extensive experience in accounting, finance, taxation, budgetary and cash flows management to attain the efficiency of accounting and finance operations and compliance with statutory and other regulatory authorities' requirements. Participating and involvement with project teams to handle the financial and accounting matters for multi-million USD projects in India and Brunei. Key strengths include: leading a team of 10+ accounting and finance personnel; in-depth technical knowledge and skill in implementing GST accounting system and its application; capable to coach and train subordinates to develop new skills required; competency in Malaysian taxation and its compliance; ability to analyse and reveal the root cause of ineffectiveness in accounting and internal controls system, to implement the necessary remedies to overcome the issues.

Key Skills:

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| <ul style="list-style-type: none">• GST implementation, application & return• Corporate tax computation• Construction & Project accounting• Manufacturing accounts• Consolidation of group accounts• Cash flow planning & management | <ul style="list-style-type: none">• Budgetary preparation & control• Design & implementation of internal controls• Financial accounting & reporting• Preparation & drafting of board resolutions• Operating of SAP FICO Module• Operating of SAP Business One |
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Career Highlights:

Super FI (M) Sdn Bhd faced some GST technical issues due to GST accounting system not properly configured when implemented. This resulted in incorrect GST records and reporting. This issue was highlighted to management and I took the lead to rectify the issue together with the assistance of GST software consultant. A restructuring was introduced by management with the aims to increase the effectiveness of operations and to achieve cost efficiency. I was leading the whole accounts department toward the restructuring process and highly involved in planning, control and implementation of restructuring process to ensure it progressed according to the plan.

Swiber Offshore Construction Pte Ltd first set up its office in Brunei, it had to face some challenging issues because the accounts department was not ready to support the operations. This caused significant inefficiency to the company initially. It ended up with a number of agents being appointed to carry out basic tasks such as local procurements, requisition of local services and payment to vendors. I took the lead to set up the whole accounts department, to enable accounts department to perform its exact functions as required. I took the initiative to liaise with local vendors and to establish relationship with them to enable the company to deal with them directly instead via agents. I was assigned by the MD to design and implement the required internal controls and to lead SAP system implementation process for Brunei office.

Philip Tong & Company was implementing the "Audit Express", a computerised audit system in 2005. I was leading and coaching the audit teams toward the change process by persuading them gradually to adopt the computerised approach to perform their tasks and ensure no slipping back to the old practice.

Career Histories / Experiences:

Employer: Super FI (M) Sdn Bhd

Position: Finance Manager

Date: September 2016 to June 2017

Super FI was an instant coffee powder trader and producer equipped with state-of-art manufacturing and R&D facilities.

- Accountable for the full spectrum of a company's finance, accounting, audit, GST and tax function to ensure accuracy and timely reporting to HQ and filing with relevant authorities.
- Reviewing of existing internal controls and accounting system/procedures and establishing new policies and guidelines to improve their effectiveness.
- Liaising with lawyers, tax agents, auditors, bankers and local regulatory authorities.
- Leading, implementing and monitoring of restructuring process.

Achievement: Successfully rectified the failure of GST accounting system and leading the accounting team toward the process of restructuring to meet the directive of the management.

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Employer: Swiber Offshore Construction Pte Ltd	Position: Treasury Controller
Date: June 2015 to September 2016	
<p>Swiber Offshore was equipped with integrated expertise and specialisation in engineering, procurement, installation, construction and transportation of offshore oil and gas facilities.</p> <ul style="list-style-type: none"> • Preparing robust monthly cash flows forecast and managing the funds from India projects. • Coordinating and liaising with Project Management Team (PMT) to work out the monthly billing forecast; monitoring the achievement of monthly targeted billing including follow up of payment. • Updating the payment status and identifying the issues causing delay to chief treasury and PMT. • Monitoring, liaising with account payable team and requesting funds to meet the obligations and commitments such as payment to critical subcontractors/vendors and tax authorities. <p><u>Achievement:</u> Creation of comprehensive and robust cash flows forecast template for monitoring and facilitating account payable team to prioritise on critical payments and to update chief treasury regarding the availability of funds to facilitate funds allocation.</p>	

Employer: Wong Ching Yong & Company	Position: Partner cum Branch In-charge
Date: July 2013 to May 2015	
<p>Wong Ching Yong & Company a local firm with specialisation in audit, taxation and liquidation.</p> <ul style="list-style-type: none"> • In charge for the whole operations and business development of Bintulu branch. • Involvement in audit planning and identification of risk areas and guiding the audit juniors on audit engagement; monitoring the progress of audit assignment and reviewing the working papers. • Couching and resolving technical auditing / accounting issues encountered by juniors. • Preparing and reviewing tax computation for the clients to ensure compliance. • Providing GST consultation and training to the clients. <p><u>Achievement:</u> To set up the whole branch office including establishment of auditing, taxation, and secretarial procedures, processes and templates required. Successfully trained the juniors on operating of GST accounting system and to develop the necessary GST knowledge and skill to enable them to overwhelm the challenge of new GST era.</p>	

Employer: Swiber Offshore Construction Pte Ltd	Position: Accounts Manager
Date: July 2007 to June 2013	
<p>Swiber Offshore was equipped with integrated expertise and specialisation in engineering, procurement, installation, construction and transportation of offshore oil and gas facilities.</p> <ul style="list-style-type: none"> • Designing and implementation of accounting system and required internal controls to streamline and improve the efficiency and effectiveness of accounting and treasury functions to support the operations. • Performing tax computation and liaising with tax manager in HQ and local tax agent with regard to annual tax filling and other tax related matters. • Liaising with external auditors, bankers and local regulatory authorities. • Monitoring and reporting of monthly contract milestone billings and highlighting the causes of any under achievement of monthly contract milestone billing to PMT and HQ. • Leading and managing a team of accounting personnel toward timely submission of monthly management accounts and supporting schedules to HQ. <p><u>Achievement:</u> Successfully set up accounting department, system and procedures to support the value chain and improve the efficiency operations. Successfully leading the accounting team toward implementation of SAP system and establishment of the required accounting and internal control procedures/processes to streamline the administration; to improve the effectiveness of internal control and accuracy of financial reporting for the company.</p>	

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Earlier Careers:

Philip Tong & Company – 2003 to 2007 (Assistant Audit Manager)
Utahol Sdn Bhd – 2000 to 2001 (Accounts Assistant)
Wong Koh Ing & Company – 1998 to 1999 (Audit Junior)
Chiew Geok Lin Finance Bhd – 1997 to 1998 (Clerk)

Education / Membership:

Member of Malaysian Institute of Accountants
Member of Chartered Tax Institute of Malaysia
Member of Association of Chartered Certified Accountants
Graduate of Malaysia Institute of Chartered Secretaries and Administrators
CIMA Advance Diploma in Management Accounting
ACCA Certified Accounting Technician
IDPM Diploma – Information Management System
Methodist Pilley Institute Certificate in Computer Science
Malaysian Certificate of Education / SPM - Grade 2

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