



Name: FAIZAH BINTI HASSAN
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Age : 35 YEARS OLD
Marital status : MARRIED
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EMPLOYMENT HISTORY

5 March 2007 – Current

Company name:	Red Money Group (Publishing and Events Management)
Position Title	Head of Department
Department:	Finance, Human Resource and Administration
Experiences:	10.5 years
Current basic salary:	RM8,750 per month plus parking allowance

2 February 2004 – 16 February 2007

Company name:	Deloitte KassimChan (Accounting & Audit Firm)
Position Title	Audit Senior
Department:	Audit Department
Experiences:	3 years
Last drawn salary:	RM3,150 per month

CAREER EXPERIENCE IN RED MONEY GROUP

Head of Department (Finance, Human Resource And Admin)

5 March 2007 – Current

Responsibilities in Finance

- Review day by day all the accounting books records and reports done by the down line staff & preparation of monthly account closing for Kuala Lumpur, Labuan and Dubai offices.
- Hands on with all accounting and finance tasks including bookkeeping and full sets of accounts even though at managerial level
- Maintain all the accounting records and reports monthly, quarterly and yearly
- Analyse the financial statements monthly and quarterly and report directly to the Managing Directors.
- Review budget and forecast against the actual performance and prepare the financial analysis monthly and quarterly.
- Responsible for corporate taxation, withholding tax and GST submission
- Liaise with the auditors, bankers, tax agent, company secretary and other statutory bodies for all regulatory and corporate matters.
- Monitor closely the collection of payments received from the clients and liaise with the clients Malaysia as well as from overseas especially Middle East, Asian and Europe.
- Review and implement the financial policies and internal controls procedures of the Company
- Involve in preparing and reviewing the company's monthly budgets for entire group

- Responsible for monitoring cash position and cashflow forecast preparation and also maintain banking relationship
- Manage other financial related matters including the foreign exchange transactions which suppliers and customers of the company are worldwide.
- Involve directly in preparing the project accounting for each project held by the group and give business directions to the management for future project

Responsibilities in Human Resources

- Review all human resource tasks done by subordinates from preparing the payroll register until delivering the payslip to the staff inclusive recruitments, appointments, resignations, terminations, staff insurance etc.
- Responsible to review the sales commissions' forms claimed by all the sales team, event team and marketing team as well as other human resources matters and report directly to the Managing Directors
- Prepare the monthly budget on the payroll for entire group
- Monitor the corporate credit card usage by entitled staff and payments to respective banks.
- Responsible for application of new and renewal working visa for expatriates within the group.

Responsibilities in Administrations

- Monitor and oversee all aspects of daily office administration functions and office maintenance is been carried out adequately by the subordinates
- Monitor and review the effectiveness of each suppliers in terms of pricing and quality of services rendered and product purchased relating to administrations staff inclusive the company courier companies.
- Manage the other related company offices which incorporated in Labuan and its branch office in Dubai

CAREER EXPERIENCE IN DELOITTE KASSIMCHAN

Audit Senior

2 February 2004 – 16 February 2007

Responsibilities

- Act as accountant in-charge for a number of clients assigned under portfolio starting from planning of audit works until preparing and delivering the audited financial statements as well as the consolidation of group accounts to respective clients.
- Delegate the tasks to the subordinates and review the work papers prepared by them
- Ensure the completeness of audit working paper and all works to be done in timely manner to meet deadline.
- Prepare budget for each individual job assigned.
- For multinational companies, review the reporting package to be sent outside Malaysia once the audit done.
- Liaise with the tax agent and company secretary for relevant matters
- Discussed with the client personnel on the audit related issues arise during the engagement
- Review and understand the financial policies and internal controls procedures of every client.
- Engaged with the special engagements such as the review of client forecasts and projections for IPO listing purposes.
- Understand on the flow of preparing accounts from documents until the preparation of financial statements as well as the consolidation of accounts. Able to prepare tax computation and have good knowledge on the MASB / IFRS and Companies Act.
- Experience auditing various types of industry which includes services, trading, manufacturing and construction. Arrange the audit from different industries in the same time.

SKILLS

- English
 - Bahasa Malaysia
 - Microsoft Office & Internet
 - SQL Accounting, FiRST Accounting
 - UBS & SAP Accounting
 - Management & Administration
 - Auditing
 - Corporate & Personal Taxation
 - Planning, Budgeting & Forecasting
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 - Financial Accounting & Reporting
 - Project & Cost Accounting
 - International Reporting
 - Leadership & Delegation
 - Human Resource
 - Withholding Tax & GST
 - Analytical Review & Accounts Analysis

EDUCATION

2008	Malaysian Institute of Accountant (MIA) Chartered Accountant
2004-2006	Malaysia Institute of Certified Public Accountant (MICPA) - PCA Advanced Taxation (Module C – Passed) Advanced Financial Reporting (Module D - Passed)
2002-2003	MARA university of Technology (UiTM), Bachelor of Accountancy (Hons) CGPA: 3.51/4.00 (First Class)
2000-2001	MARA university of Technology (UiTM) Diploma in Accountancy CGPA: 3.65/4.00
1998-1999	MARA Junior Science College (MRSM) Malaysia Certificate of Education (SPM) Grade 1 (Aggregate 6)

PREFERENCES

- Expected salary is RM9,000 per month
- Available after 3 months notice.
- Willing to travel

REFERENCE

Available upon request