

NORASHRA OMAR

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Objective

Analytical, result minded and technical oriented professional with highly calibre to be part of dynamic and progressive organization to gain experience and to maximize my capabilities towards the success of organization I'am committed to.

Academic Data

2003-2004 – Association of Chartered Certified Accountants, UK (ACCA)

- **Related Courses:** Financial Reporting (Paper 2.5), Audit and Assurance Services (Paper 3.1), Business Information Management (Paper 3.4), Strategic Business Planning and Development (Paper 3.5), Advance Corporate Reporting (Paper 3.6), Strategic Financial Management (Paper 3.7).
- Completed on December 2004.

2001-2003 – Bachelor of Accountancy (Hons), Second Class (Upper) Mara University of Technology (UiTM) Shah Alam Campus

- **CGPA:** 3.07

1998-2001 – Diploma in Accountancy, Mara University of Technology (UiTM) Pahang Campus

- **CGPA:** 3.43

1997 – Sijil Pelajaran Malaysia (SPM), Convent Peel Road Secondary School, Kuala Lumpur

- **Grade One, 14 Aggregate**

Work Experience

1. **Company Name:** Pos Logistics Berhad (fka Konsortium Logistik Berhad)
Designation: Vice President, Finance
From: Aug 2016 **To:** May 2017

Agreed responsibilities:-

1. MANAGEMENT REPORTING

Responsible for monthly and quarterly consolidation of PLB Group of Companies and timely submission to Pos Malaysia Berhad and review monthly variance analysis prepared by Accountant of the respective Business Unit.

2. TREASURY FUNCTION

Responsible to execute day to day treasury transactions such as fund transfer, surplus funds investment and loan, interest settlement via daily cash flow reports. To ensure compliance with loan covenants post drawdown and with relevant legislation and/or adherence to internal treasury policies and financial authority limits.

3. ACCOUNT RECEIVABLES AND PAYABLES FUNCTION

To ensure Credit Collection held in weekly basis for the respective business unit and any disputes are resolved before the next meeting and assessment for impairment for every quarterly are performed. Timely payment for any outstanding to vendor based on the overdue Statement of Accounts.

4. CORPORATE TAXATION AND GST COMPLIANCE

To ensure timely preparation and submission for CP204 to IRB and GST-03 to RMCD and DRB-HICOM. Review and ensure compliance for monthly GST submission and quarterly preparation of Corporate taxation. Assist in preparation of Transfer Pricing documentation required by EY.

5. FINANCIAL EVALUATION AND ADVISORY

Involved in adhoc task i.e preparation of BOD paper and business case for TNBF vessel financing coal affreightment services which liase with the Banker to obtain the Term Sheet quotation and to assess the ROI /IRR/ NPV for the project financing. Besides that, act as focal person for liquidation of five dormant companies for cost saving initiative purposes.

2. **Company Name:** VADS Berhad

Designation: Finance Manager, Business Plan, Budget Management & Compliance

From: May 2013 **To:** July 2016

Agreed responsibilities:-

1. Responsible to formulate and translate VADS Business Plan and budgeting policies, procedures and guidelines appropriate for the various business units and VADS as a whole.
2. To support business unit planning and budget needs by providing BP models/templates in accordance with the policies, procedures and guidelines.
3. To coordinate the full and complete BP submissions for VADS in line with the overall BP requirements and the timely distribution of approved budget to business unit in VADS.
4. To coordinate business unit and VADS Group on the forecast of financial and business performance for the development of BP reviews and the monthly Forecast submission to Group Finance TM.
5. To track VADS business unit performance and assist in driving towards revenue target and cost efficiency.
6. To analyse and manage VADS Group and business unit operating budget and virement request.
7. To manage Capex budget including request, virement and approval.
8. Identification and monitoring of the VADS (Business Finance) related risks. To provide consultancy and advise on critical risk issues.
9. To address outstanding audit issues via liaisons with responsible parties within VADS team, internal auditors, external auditors and ABAC Secretariats. To update the management on critical audit issues where relevant.
10. Focal person for Forecast and Business Plan submission to TM in Anaplan Consolidation System.

3. **Company Name:** Scomi Energy Services Bhd (fka Scomi Marine Bhd)
Designation: Finance Manager
From: May 2012 **To:** April 2013

Agreed responsibilities:-

1. Provide financial information to meet internal and external requirement which comprises of:-
 - review and preparation of monthly management account of the Company and consolidated financial statements of its Group of companies;
 - review and prepare monthly slide presentation of the Group financial performance for Board of Directors and Exco meeting;
 - review and prepare quarterly result and notes for the Group quarterly announcement in compliance with Bursa Malaysia Listing Requirements;
 - Taxation submission, annual report and monthly accounts;
2. Manage the day to day finance and accounting functions.
3. Review and prepare the Company and Group budgets including preparation of the board papers and slide presentation related to the budget exercise.
4. Manage company's financial accounting, monitoring and reporting systems.
5. Develop external relationships with appropriate contacts e.g. auditors, solicitors, bankers and statutory organizations such as the Inland Revenue, Bank Negara.

4. **Company Name:** MISC Integrated Logistics Sdn Bhd
Designation: Finance Manager
From: Nov 2010 **To:** Aug 2011

Agreed responsibilities:-

1. MANAGEMENT REPORTING

Ensure timely, accurate and comprehensive consolidation financial report (monthly, quarterly and yearly) for submission to Head of Department and MISC Bhd for review and decision making, e.g. Monthly and Quarterly Performance Report (highlight on variance / shortfall against budget) and provide financial input update to CPD.

2. BUDGETARY PLANNING AND CONTROL

Responsible for the preparation of annual budget, forecast and planning by liaising with the business development, marketing and operation departments to arrive at the budget key performance indicators and plan and strategies and initiatives to be incorporate into budget forecast and planning preparation. Undertake the budgetary control processes by reviewing and analyzing the actual performance against the budgeted or planned performance and advising the Management on factors that lead to significant variances.

3. FINANCIAL EVALUATION AND ADVISORY

Facilitate the provision of sound and timely financial evaluation and analysis for management decision making by using the standard and recommended financial evaluation and analysis tools such as NPV, DCF, payback period, target pricing, activity based costing and product costing. Incorporate complete, correct and relevant information in the evaluation and advisory, so as to ensure that management undertake and/or plan correct and sound strategies, objectives and decisions.

4. CONSOLIDATION OF MANAGEMENT REPORTING AND BUDGET

Ensure consolidation of reporting for the Company for monthly, quarterly and yearly for management and board of directors as well as coordinate and responsible for preparation of yearly budget consolidation.

5. ESTABLISH PROCEDURES & SET DEADLINE

Establish procedures and set monthly deadline for management reporting in line with MISC Group deadline to all related departments and branches, thus to ensure timely and accurate reporting.

6. STAFF DEVELOPMENT

Manage the performance and development of staff within the section/department. Set and communicate clearly performance expectations and review progress against development plans and provide coaching/guidance. Identify, coach and develop subordinate to evaluate their capabilities and competencies levels to become qualified leaders in line with triple plus in the Corporate Agenda.

7. ADHOC TASK – COST SAVING INITIATIVES ON FUEL CONSUMPTION

I was the PMO of the said project with the objective to reduce the fuel consumption and to improve the efficiency km/litre for each prime mover. The purpose of the project are to determine and prioritize the root cause for inefficiency of fuel consumption and to find the solutions, measurement method and target for each root cause. This project involved four regions and two pilot project was held at Central Region and Eastern Region.

5. **Company Name:** Sime Darby Berhad
Designation: Group Accountant (Senior Executive)
From: May 2008 **To:** Oct 2010

Agreed responsibilities:-

1. Prepare consolidated MFRs for Group Head Office and Group.
2. Review divisional MFRs and Monthly Operations Reports and prepare Q-Schedules for quarterly reporting.
3. Reconcile the MFRs balances to the Group Financial Accounts.
4. Prepare and review of Group Financial Accounts consolidated worksheets/schedules.
5. Maintain the FRS Technical Helpdesk.
6. Prepare financial analysis for analyst & press at quarterly announcements.
7. Assist the Senior Accountant in preparation of Group Management Plan.
8. Assist the Senior Accountant and Head - Management Accounts in accessing the financial impact, fair valuation (including options) on acquisition, liquidation, disposal or divestment of subsidiaries/associates.
9. Assist the Senior Accountant and Head – Management Accounts in maintaining the SAP Chart of Accounts.
10. Responsible for monitoring and circulation of monthly Foreign Exchange Rates to the respective division.
11. Supervise and provides training to subordinates and prepare any ad hoc report.

6. **Company Name:** Felda Palm Industries Sdn Bhd
Designation: Accountant
From: Oct 2006 **To:** May 2008

Agreed responsibilities:-

1. Prepare monthly financial statements, management report and submission of monthly Consol Reporting Package to Felda Holdings Berhad.
2. Assist in the coordination, compilation and submission of the annual budget prepared by each department.
3. Supervise and ensure proper internal control procedures are complied by finance department.

4. Assessment impairment review for loss making mills as at year end as to comply with FRS136.
 5. Prepare the provisional tax and deferred taxation computation.
 6. Involve in Felda Holding Berhad ("FHB") Corporate Restructuring for the divestment of shares in subsidiary of Felda Palm Industries Sdn Bhd to FHB which in line with FHB Corporate Restructuring Scheme. In addition, ensure all the documents pertaining to FHB Corporate Restructuring Scheme completed/compliance for SC submission.
 7. Involve in setting up and implementation of online payment of treasury system (M2E) that includes identify, advise, and recommend options on any potential problems.
 8. Attend site visit to the mills to identify weaknesses and provide recommendation and option to mitigate the problem.
 9. Monitoring Account Receivables, Account Payables, Fixed Assets register and bank reconciliation.
 10. To ensure agreed inter companies transactions within the Felda Group of Companies.
 11. Liase with auditor, tax agent and lawyers for statutory matters relating to year end audit.
7. **Company Name:** KPMG, Chartered Accountants (AF0758)
Designation: Auditor
From: Oct 2004 **To:** Oct 2006

Agreed responsibilities:-

1. Planned numbers of active and smaller companies for Pos Malaysia & Services Holdings Berhad and its subsidiaries, Linde Industrial Gases Sdn Bhd, MTBE Malaysia Sdn Bhd, PKNS Engineering and Construction Berhad and Johnson Suisse Malaysia Sdn Bhd. Obtained background information, prepared planning and review checklist, documented the client's accounting systems and internal controls, assessed environmental and control risk, considered the audit approach and tailored the audit program, accordingly. Additionally, involved audit on the critical sections such as review of trade receivables, inventories and taxation.
2. Assist senior in review the consolidation of Pos Malaysia & Services Holdings Berhad.
3. Involve in the special audit i.e assist senior in reviewed the Statement of Internal Control (SIC) prepared by Internal Audit Department of Pos Malaysia & Services Holdings Berhad to ascertain the factual accuracy of the SIC pertinent to Statement of Corporate Governance.
4. Identification of the significant issues and assess the risk of significant misstatement for Pos Group, PKNS Engineering and Construction Berhad, Linde Industrial Gases Sdn Bhd, MTBE Malaysia Sdn Bhd.
5. Assists senior in preparing the audit committee slides for Pos Group as to highlighted the audit findings during the period under review.
6. Attended numbers of stocktake such as MTBE Malaysia Sdn Bhd, Polypropylene Malaysia Sdn Bhd, Johnson Suisse Malaysia Sdn Bhd, Linda Gas Malaysia Sdn Bhd and CCM Chemicals Sdn Bhd and prepared reports for the findings on the stocktake activities.
7. Identification of potential management letter (ML) points and highlighted to management attention as points of improvement and as value added service for clients.
8. Performed statutory audits i.e update clients statutory books to reflect changes. Ensured statutory returns were filed promptly.
9. As a team member, i gave a full support and cooperative to the team as to expedite and completion the audit within the required time frame.

Interpersonal and Strength

- Adaptable to new environment and possesses sociability skills.
- Possess excellent communication and interpersonal skills. Able to deal with people from various organizations and backgrounds locally, regionally and globally.
- Independent and reliable.
- Enthusiastic, diligent and hard working.
- Dynamic team player and possesses good collaborative skills.

Course related Activities

Occasion	Description
May 17	GST Briefing – Refresher and Audit Updates
April 17	Transformasi & Pemantapan Budaya Insan Berkualiti
Mac 17	Briefing on New Companies Act 2016 and Accounting Standards Updates
July 15	Certified Anaplaner – Fundamentals Course
Sept 14	VADS Merdeka Race
Aug 14	SAP GEMS EAM PS 01 Standard Investment Mgt (IM) PS Capex Project
March 14	Building Financial Models for Decision Making (Part 1)
Sept 12	Attended in the Consolidation in Practice – Accounting for Business Combinations & Changes in Ownership Interests under Revised MFRS 3 and MFRSs 10-12.
April 12	Attended in Presentation of Financial Statements and Disclosure requirements of IFRS/MFRS.
July 11	Attended in High Impact Presentation course.
June 11	Involved in MILS Mini CSR and was nominated as a Committee member.
May 11	Attended in Cost Reduction and Profit Improvement Strategies.
Jan 11	Attended in the Updates of FRS 2010/11 New & Revised FRSs, Amendments, IC Interpretations and New Bursa Listing Requirements.
Nov 2008	Attended the National Accountants Conference (NAC) 2008.
June 2008	Participated in several courses conducted by PWC on the FRS matters i.e <ul style="list-style-type: none"> - Preparing Consolidated Financial Statements - Deferred Taxation
Nov 2007	Attended the National Accountants Conference (NAC) 2007.
Sept 2007	(i) Attended the course on Fundamental & Advance Principles of Deferred Taxation. (ii) Attended the ACCA Member2Member talk on Managing Transitions from Finance Manager to CFO to CEO.
Aug 2007	Intensive Workshop -“Executive Development Programme”.
Aug 2005	Negotiation Skills.
Aug 2003	Participated in Public Speaking organized by Association of Professional Accounting Students UiTM.
Aug 2002	Attended the MAICSA-UiTM student conference on “WTO-Its Impact on the Corporate Professionals”.
1996-1997	Treasurer of Quarter Master Club.

Languages

- Malay – very proficient in speaking and writing.
- English – very proficient in speaking and writing.

Hobbies & Interests

- An avid reader, interested in reading various topics including fictions, politics, economics, and technology.

Additional Information

- Date of Birth : 2 October 1980
- Age : 37
- Sex : Female
- Marital Status : Single
- Current Salary : RM9,500

References

1. Eliza Abdul Rahman
Financial Controller
Webe Digital Sdn Bhd (fka Packet One Networks - P1)
013-3424481
2. Zarof Abu Bakar
Group Financial Controller
Scomi Group Bhd
Level 19, 1 First Avenue,
Bandar Utama, Petaling Jaya,
Selangor Darul Ehsan
019-3214555
3. Zulkeeflee Md Karim
Vice President II
Group Accounts & Treasury
Sime Darby Berhad
Wisma Sime Darby
Jalan Raja Laut
Kuala Lumpur
019-2257150
4. Haslinda Abdul Rahim
Finance Manager
Felda Delima Oil Products Sdn Bhd Balai Felda, Jalan Gurney
Kuala Lumpur
019-3323234