

Nationality Malaysian, holding Employment pass (EP)

Language Fluent in English, Chinese and Malay

Education

2014-2015 Segi College University, Penang
Degree (Hons) in Accounting & Finance, University of Greenwich, UK

2011-2013 University Tunkul Abdul Rahman College
Diploma in Business Studies – Accounting

Employment Highlights

Accounts Executive

Vallianz Holdings Ltd - Singapore

April 2016 – Current

- ✓ Responsible of management report and GST submission for 2 subsidiaries and bank reconciliation for 12 subsidiaries.
- ✓ Prepare reporting pack for consolidated financial statement purpose, inter-company balance report and interest party transaction report.
- ✓ Interaction with variance subsidiary within the group.
- ✓ Responsible for one division group of account payables and assist in monthly expenses analysis.
- ✓ On the weekly basis, manage the internal company fund allocation and monitor discount opportunities and avoid interest charges by vendors.
- ✓ Actively involved in system migration project from SAP system to ERP system (Globe 3).

Accounts & Finance Executive

Tong Heer Fasteners Co Sdn Bhd - Malaysia

Accounts Executive (June 2014 – December 2014)

Finance Executive (January 2015- March 2016)

- ✓ Responsible for company group's cash flow planning, monitoring company cash reserves, short/long term loan and investment.
 - ✓ Monitoring payment to vendors and verify transaction and reimbursement.
 - ✓ Reconciles bank statement for different currency.
 - ✓ Monitor Account Receivable by identify incoming received, credit term for different categories of customers. Interaction with Sales department for those long outstanding debtors.
 - ✓ Managing for Letter of credit to sales personnel after confirms the payment received from particular customers. Prepare statement of account to customers and issue credit note & debit note to customers for any discrepancy.
 - ✓ Assist to prepare Internal Audit report on quarterly basis and deal with all subsidiaries companies to ensure accuracy and completeness.
 - ✓ Present internal audit report during board meeting.
 - ✓ Assist in GL preparation and report for external audit purpose.
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