# ISMAIL MAT PETAH



# (NRIC : 710207 -06-5183)

**NO. 5, JALAN MUTIARA 4,**

**TAMAN MUTIARA,**

**43800 DENGKIL,**

**SELANGOR DARUL EHSAN**

**CONTACT NO : 014-2317300**

**E-MAIL :** [*ismailmpetah@gmail.com*](mailto:ismailmpetah@gmail.com)

1. *PROFESSIONAL PROFILE*

Position as an Accountant /Managerial/high level with an established well know organization with opportunities for advancement.

*B. PERSONAL DATA*

##### NRIC : 710207-06-5183(New) & A1769639(Old)

E.P.F. No. : 11430277

Socso No. : K5058565Z

Income Tax File No : SG5375139-06 (0)

Age& Date of Birth : 46 Years Old & 7.2.1971

Place of Birth : Temerloh, Pahang Darul Makmur

Hometown : MR17, Kg. Paya Pulai, 28000 Temerloh, Pahang DM

Race & Religion : Malay & Islam

Sex : Male

Marital Status : Married

Name of Spouse : Norhasni Mohd Kasim (Housewife)

Name of Daughter : Nur Ismahani Aqilah (28/05/1999)

Name of Sons : Muhammad Irfan Daniel (23/08/01)

Muhammad Iman Hakim (7/04/03)

Muhammad Iqram Harith (22/07/09)

Height/Weight : 1.65 M / 74 KG

Language : Bahasa Malaysia/English – Proficient (both oral & written)

Health : Excellent

Citizenship : Malaysian

Expected salary : Negotiable

*C. EDUCATION & QUALIFICATION*

2004 – 2006 : Completed of Professional Part 1 & Part 2 from Association of Chartered Certified Accountants (ACCA) – UK at Universiti Teknologi Mara, Shah Alam.

**2002 – 2003** : Posses of Certified Accounting Technicians (CAT) UK at Universiti Teknologi Mara, Shah Alam

1991 – 1992 : Posses of 3rd Level Group Diploma in Accounting at London Chamber of Commerce And Industry (LCCI) at Systematic College, Kuala Lumpur.

**1984 - 1988** : Posses of SPM Grade 2 & SRP Grade A at Sek. Men. Abu Bakar, Temerloh, Pahang Darul Makmur

*D. PROFESSIONAL EXPERIENCE*

**1) Jul 2010 – Feb 2017**

Job Title : **Accountant**

Name of Company : Hiraki Timur Sdn Bhd

Address of Company : 10-G-1, Jalan Kenanga ½, Taman Kenanga, Bandar Baru Salak Tinggi, 43900 Sepang, Selangor

Type of Business : Private College

Responsibilities : -

* Head the Corporate Finance Department (CFD) through overall day to day supervision and constantly look for ways to strengthen overall financial performance.
  + Reporting duties direct to Finance Committee Members of Company, BOD & Chairman
  + Manage and Control all banking transactions including but not limited to the following specific duties: preparation and verification of bank Reconciliation Statements to ensure correctness of fund position, preparation of weekly and monthly cash flow position (actual and estimates) to pre-determine fund requirements, placement of excess funds in Fixed deposits or other interest bearing instruments etc.
  + Periodic checking of accounting entries to ensure timeliness and correctness.
  + Monthly test checking of accounting of monthly financial statements and cash flow and preparation of useful analysis for presentation to the Finance Committee.
  + Preparation and presentation of Annual Budgets Report and other relevant Forecast with periodic follow up controls.
  + Develop and manage external financial relationships with bankers, Auditors, Tax Advisor and Company Secretary on the relevant issues that need to be addressed including rectifying, upgrading and implementing corporate and financial policies and practices.
  + Conduct periodic departmental meetings for trouble shootings, work improvements and strengthening inter-departmental relations and coordination.
  + Conduct various authorization and verification on relevant documents as specified and required under the Company’s rules and regulations.
  + Represent the CFD in the relevant Company meetings as required.
  + Coordinate with the Company Secretary on Corporate matters such as : Directors Resolutions, Annual Returns, Dividend Warrant, Change of the Company’s relevant Form such as Form 24, 49, 49A, SSM and others
  + Liaise with Tax Advisor regarding on preparation of Company Income Tax Assessment, Provision of Income Tax and Taxation.
  + Monthly checking on the payroll summary listing and the authorize person to do payroll monthly payroll functions for 100+ employees transaction using biz channel.
  + Authorized person for any payroll relevant documentations or forms belong to company such as EPF, PCB Income Tax, Socso, PTPTN, SSPN, Zakat, LUTH & GST submission.
  + Handled complete to re-structures bad lock in accounting transaction and past record for companies.
  + Create of budgets module and forecasts module for the company
  + Successfully to get the FD Interest in negotiations with banker and gaining the better interest rate. (from 3% per annum to 3.2% per annum).
  + Successfully to get a letter offer of Banking Facility amounted RM1.5m with amounting of RM750k of FD’s as security.( based on pledge 1:2)
  + Successfully to get a letter offer of Banking Facility amounted RM2.8m with two bankers for purchased of land with Lembaga Tabung Haji.
  + Any other duties assigned by the Board of Directors and/or the Finance Committee Members.

**2)** **Aug 2008 – Jun 2010**

Job Title : **Assistant Accounts Manager**

Name of Company : Meadow Facilities Sdn Bhd

Address of Company : No.15-4-4, Block B, Megan Salak Park, Jalan 1/125E, Taman Desa Petaling, 57100 Kuala Lumpur

Type of Business : Property Asset Management

Job Function : -

* Reporting duties direct to General Manager-Finance & Managing Director
* In charge of accounting operation department for 51 projects (condominium) for monthly management accounts, payment & financial tasks.
* To review & checking all project payment transactions.
* Attending meetings with clients for accounts & financial purposes, status, ad-hoc & etc.
* To manage, supervise & instruct to accounting’s staff to follow & achieve dateline target.
* Prepare, plan control, analyses and maintain the project management accounts, cash flow and financing of client accounts.
* In charge of 10 critical projects accounts- Income Expenditure, Balance Sheet, Note of Accounts & Bank reconciliation & Sinking Fund.
* To resolve any accounting issues relating to systems, process, clients & staff.
* Handling of petty cash for office purpose.
* Liaise with Bankers on financial matters of the company & legal dept.
* Liaise with Auditors on auditor report.
* Prepared of the relevant account documentations for Auditors before & After AJE.
* Handling, monitoring and analysis of financial monthly report and schedule of accounts, budget, cash flow & cashbook.
* Monitoring all Account Payable (AP) and Account Receivable (AR) transaction.
* Prepare of monthly purpose payment and creditors listing – Contractual, Utilities expenses & Operating expenses overhead.
* In-charge of AR – Schedule Progress Claim Receivable from Clients (Debtors)
* In-charge of GL Accounts. Ownership Management, Account Payable & Accounts Receivable ETC
* In-charged of FD schedule, Fixed Asset and petty cash schedule purpose.
* Prepared of Journal Voucher, Payment Voucher, Debit Note, Credit Note ETC.
* Using of IFCA & Pro Manager Accounting System.

**3) May 2004 – Jul 2008**

Job Title : **Accounts & Finance Manager Cum HOD - Admin & Accounts**

Name of Company : Megah Bina Bersatu (M) Sdn Bhd

Address of Company : Lot 401B, Tingkat 2, Bangunan Tabung Haji, Kompleks Diamond, Jalan Medan Bangi, 43650 Bandar Baru Bangi, Selangor Darul Ehsan

Type of Business : Construction & Property Development

Job Function : -

* Reporting duties direct to Admin. Director & Managing Director.
* Maintain Full set of company accounts for Megah Bina Bersatu (M) Sdn Bhd and group of companies Megah Bina Bersatu (M) Sdn Bhd – Megah Bina Bersatu Development (M) Sdn Bhd, Megah Wood Industries Sdn Bhd, Megah Farm & Life Stock Industries Sdn Bhd, Megah Bina Futsal Sdn Bhd and Jernih Avenue Sdn Bhd.
* Prepare, plan control, analyses and maintain the construction projection accounts, ad-hoc duties, budget accounts and financing of company.
* Monitoring of cost & profitability for each of the project (past and current project)
* Prepare the Profit & Loss account for every project.(yearly basis)
* In-charged to settle bad lock Company Accounts & handling of credit control matters.
* Liaise with Bankers and Auditors regarding on Financials matter.
* Prepared of Monthly Management Accounts & Year Ended Accounts for Management.
* Prepared of the relevant account documentations for Auditors before & After AJE.
* Preparing, handling, dealing and liaising Company Accounts for Taxation – yearly basis
* Handling, monitoring and analysis of financial monthly accounts, budget, cash flow, cashbook etc.
* Handling Bank Facilities transaction etc. BA/LC/TR/BG/Credit Bank Facility and Overdraft.
* Monitoring all Account Payable and Account Receivable transaction.
* Control and Advice to management about Company account situation.
* Prepare monthly company budget – Administration expenses & Operating expenses overhead.
* In-charged of AP – Progress payment Certificate for Sub-Contractors & Supplies (Creditors) & In-charge of General Ledger Accounts.
* In-charge of AR – Schedule Progress Claim Receivable from Clients Accounts (Debtors)
* In-charged and monitoring of CWIP schedule, Hire Purchase, Fixed Asset and petty cash schedule purposes.
* Prepared & monitoring monthly of AP Aging Accounts (Summary & Statement)
* Prepared & monitoring of AR Aging Accounts (Summary & Statement)
* Prepared of Journal Voucher, Payment Voucher, Debit Note, Credit Note etc.
* Using MYOB & EZ 2000 Accounting System.

**4) May 2002 – Apr 2004**

Job Title : **Project Accounts Executive**

Name of Company : Projek Hospital Temerloh Sdn Bhd (subsidiary company of Pembinaan SPK Sdn Bhd)

Address of Company : d/a Site Office, Lot 7525 & 4194, Jalan Paya Luas, 28000 Temerloh Pahang Darul Makmur

Type of Business : Turnkey Main Contractor (Construction) for The Design, Construction , Equipping, Commissioning and Maintenance of Temerloh Hospital, Pahang (498 Beds)

No. Contract No : JKR/IP/B/24/2002 (Approximately : RM480 Million)

Job Function : -

* Reporting work to Accounts & Admin. Manager & Project Director.
* Full set of company accounts.
* Prepare, plan control, analyzed and maintain the budget and finance of the company.
* Record, control, plan and forecast Cash Flow.
* Record, co. accounts in monitoring the cost and profitability of company
* Liaise with Taxation Agent Company on final year of accounts sub-contractor.
* Liaise with Auditors on Final of Accounts.
* Prepared of all accounts documentation before & After AJE
* Liaise with Banks on financial matters of the company.
* Monitoring of Payment by LC,REPO, Banker’s Cheque, Bank Guarantee & Overdraft
* Record and control, maintain the filing system in accounts Department.
* Prepared of Monthly Management Accounts & Year Ended Accounts (2002 & 2003)
* In-charge of Accounts Receivable –Interim Claim Receivable for Trade Debtor (JKR)
* In-charge of Accounts Payable – Sub-Con(Trade Creditors) & Supplies (Others Creditors)
* Prepared the monthly certificate of payment for sub-contractors, supplies, staff claims & utilities before to do the payment.
* Prepared of payment voucher and cheques for payment purpose.
* Updating material usage record for payment & credit control transaction.
* Prepared of Bank Reconciliation for MBB , AMBB, BCB & ABB
* Checking and Reconciliation of Cost Report between accounts department and contract department related payment to sub-contractor.
* Assist. Accounts Manager in maintaining petty cash.
* Assist. Accounts Manager in overseeing financial accounts.
* Using Acctrak 21 Accounting System.

**5) Dec 2000 to Apr 2002**

Job Title : **Project Accounts Executive**

. Name of Company : Juru Bina Jaya Sdn Bhd

Address of Company : No. 41, Medan Bukit Belimbing, Bukit Belimbing,

43300 Seri Kembangan, Selangor Darul Ehsan

Type of Business : Construction

Period of Services : Dec 1999 to Jan 2002

Current project : Cadangan Membina 163 Unit Rumah Link Dua Tingkat (22’X 75’) Seksyen 7, Bandar Baru Bangi, Selangor Darul Ehsan. (Approximately : RM18 Million)

Job Function : -

* Reporting work to Accountant/Director.
* In-charged of Account dept. & Admin. Dept.
* In-charged to do a full set of accounts for Juru Bina Jaya Sdn Bhd & subsidiaries company (Shawo Bina (M) Sdn Bhd, Yusinta Bina Sdn Bhd, Wong Brother Tiling Specialist & Pembinaan Kaya Jaya Sdn Bhd).
* Checking of Processing Claim from Developers (PKNS & KMSL) before summit to bank for OD/PC facility processing. Checking all company cheques issuing before summit to Directors for signatures.
* In-charge of all related accounts payable (Sub-Contractor Claims, Supplies Invoices, Petty Cash Claim & Utilities Expenses)
* Monitoring cash book (cash flow) & bank book. Bank Reconciliation for MBB & ABB. (every month)
* In-charge of Payroll (HQ Staff, Operator Staff & Contract Workers) - Monthly Salary Slip, Salary Schedule, EPF, SOCSO, Income Tax ETC
* Prepared of a project Accounts (Generate and Finalized)
* In charge in preparing and checking of Credit Note and Debit Note (Inter-company & External).
* Prepared of Year End Closing Accounts. (Before & after audit adjustment) .
* Liaise with external auditors and bankers.
* Prepared draft of company letter to Bankers, Auditors, Debtors, Creditors, ETC
* Supervised of Accounts Clerk, Admin. Clerk, General Clerk, ETC.
* In-charge in prepare of all related Fixed Assets Schedules included Office Equipment, Motor Vehicle, Computers, Machinery, Furniture & Fittings & Renovations.
* Handling processing of Insurances, Road Tax, Inspection for Motor Vehicle & Machinery.
* Handling of related Insurances for Office Furniture, Computer & Workmen Comprehensive
* Using EMAS & UBS Accounting System.

**6) Mar 1999 to Nov 2000**

Job Title : **Account Assistants Officer**

Name of Company : Tisisit Corporation (M) Sdn Bhd

Address of Company : No.36, Jalan TPP 5/12, Taman Perindustrian Puchong,

47100, Puchong

Type of Business : Construction, Renovation & Manufacturing

Job Function : -

* Reporting work to an Accountant.
* In-charge to do full set of accounts for Tisisit Corporation (M) Sdn Bhd, Axis Dimension Sdn. Bhd., Sila Seating Sdn. Bhd, & Insight Precision Sdn. Bhd. (subsidiaries of company).
* Maintaining of processing credit control (collection) from trade debtors.
* Handling processing of payment (expenses) to creditors.
* In-charge of all related payment.
* Handling of cash book and bank book.
* Matching AR and AP reports for all company (every month).
* To do Management Account.
* Bank Reconciliation for RHB Bank & Bumiputra Commerce Bank Berhad (every month).
* In charge in preparing and checking of Credit Note and Debit Note (Inter-company & External).
* Prepare of monthly closing account.
* Liaise with external auditors and bankers.
* Preparing & maintaining of debtors ageing financial statement.
* In-charge in prepare of all related schedules included Hire Purchase Installment Schedules for Company’s Vehicles, Housing Loan Installment Schedules for Company’s Director, Mortgage Loan Installment Schedules for Company’s factory and Utility Bills Schedules.
* Handling of Petty Cash Claim.
* Able to using ICS Accounting System & UBS Accounting System.

**7) Mar 1998 to Feb 1999**

Job Title : **Account Assistants**

Name of Company : Soon Seng Palm Oil Mill Sdn Bhd

Address of Company : 57, Jalan Penchala, 45060 Petaling Jaya, Selangor Darul Ehsan

Type of Business : Palm Oil Industry

Job Function : -

* Reporting work to the Chief Accountant.
* In charge to do full set of accounts for Soon Seng Palm Oil Mill Sdn Bhd, Propel Transport (M) Sdn. Bhd., Dominion Palm Oil Mill Sdn. Bhd, Stable-Win Sdn Bhd & Soon Seng Gemas Sdn. Bhd. (subsidiaries company).
* Coding, checking and preparing of Journal Voucher, Sales Invoice, Purchase Invoice, FFB Statement, Receipt Voucher and Payment Voucher.
* Matching AR and AP reports for all company (every month).
* Assists of Account Executive.
* To do Internal Auditing for end of year 1998 & 1999 (Stock-take).
* Bank Reconciliation (every month).
* Checking, Coding and Prepare of BA Interest for Aseambankers, Perwira Habib Bank and OCBC.
* To do a Balance sheet Item Listing (every month).
* Prepare of Depreciation for Fixed Assets schedule for Admin. & Manufacturing, Plant & Machinery Maintenance Expenses Carried Forwards schedule, Hire Purchase Interest In Suspense schedule, Prepayment schedule, Insurance & Road Tax Prepayment schedule & etc.
* Analysis of Maintenance Expenses for vehicles and tankers.
* In charge in preparing and checking of Credit Note and Debit Note (Inter-company).
* Using APPAC Accounting System

**8) Jan 1997 to Feb 1998**

Job Title :  **As a SAP Team Member at Finance, SAP WAVE 2 Dept. & Administration Superintendent Fund at PFF Dept.**

Name of Company : Shell Malaysia LTD

Address of Company : Bangunan Shell Malaysia, Off Jalan Semantan, Damansara Heights, P.Surat 11027, 50732 Kuala Lumpur

Type of Business : Chemical, Gal & Oil Palm Oil Industry

Job Function :-

* Reporting work to The GL Accountant Project, Bank Reconciliation Accountant Project, Fixed Asset Accountant Project and Cost Center Accountant.
* Reporting work to the Fund Accountant.
* Created, Prepared & Mapping of Users Procedures and System Tasks for GL’s Accounts. Bank Reconciliation, Fixed Asset and cost Center.
* Create diagram (Flow Chart) in Visio for Users Procedures and System Tasks.
* Prepare A Chart of Accounts for GL’s Account, Bank Reconciliation Account & etc.
* Calculation of Outstanding Downstream Final Settlement.
* Calculation of One Third and Housing EPF Withdrawal for Downstream / Upstream.
* Calculation of Makeup Factor.
* Calculation of Conversion to DCS System.
* Calculation of Claw Back Benefits & Contribution Payment of EPF..
* Obtained of Payment Documents to EPF. Members of Fund Manager, ETC.

**9) Dec 1994 to Dec 1996**

Job Title : **Accounts Clerk**

Name of Company : Kuala Lumpur City Centre Bhd.

Address of Company : Site Office, Jalan Pinang Kuala Lumpur

Type of Business : Construction

Job Function :-

* Reporting to Account Manager.
* Handling of A Full Set of Accounts
* Handle of Petty Cash Claims Payments.
* Operating of Accounting Computerized System (SUN).
* Calculation of Cost Allocation for budgeting End of Year 1996.
* Assisting In Preparation of Financial Statements / Reports.
* Preparing & Maintaining Of Double Entries (Ledger & Journal).

**10) Oct 1992 to Nov 1994**

Job Title : **Accounts Clerk**

Name of Company : Kuala Lumpur Stock Exchange

Address of Company : 4th Floor, Exchange Square, Off Jalan Semantan, Damansara Heights, 50732 Kuala Lumpur

Type of Business : Share Market

Period of Service : Sep 1992 to Sep 1994

Job Function :-

* Reporting to Accounts Executive.
* Handle of Part Set of Accounts.
* Operating of Accounting Computerized System (ACCPAC)
* Assisting In Preparation of Financial Statements / Reports.
* Preparing & Maintaining of double Entries (Ledger & Journal)
* Related of Processing Payment Documents P.O. Invoice, Payment Voucher Etc.
* Prepared of Final Account Company.
* Updates of Ledger & Journal Book (Daily-Manual).
* Bank Reconciliation.
* Margin Account.
* Using UBS Accounting System

**11) Jan 1991 to Aug 1992**

Job Title : **Market Clerk**

Name of Company : Kuala Lumpur Commodity Exchange

Address of Company : 5th Floor City Point Complexs Dayabumi, Kuala Lumpur

Type of Business : Commodity Share Market

Job Function :-

* Reporting to Trading Manager.
* Related of Trading Job Function – Selling & Buying of Commodity Exch.
* Obtained of Exchange Volume Market Price
* Management and Administration Job Obtained.
* Statistic of Selling & Buying of Commodity Exchange.

*E. KEY SKILLS*

1. **Personal Statement : -**

Dedicated CPA with (26) twenty six years of experience developing and implementing financial systems, strategies, processes and controls that significantly improve P&L scenarios. Expert in establishing accounting functions, systems and best practices; cost-reduction, automation and tax strategies; and lasting business relationships to ensure goal-surpassing fiscal performance. A seasoned financial analyst with a record of in private sector(s) with Human Resources, Accounting and Financial experiences. Ambitious, dedicated and disciplined business leader and financial champion, utilizes a proactive approach to overcome hindrances and implement prudent financial management. Compassionate team leader, mentor and coach, honest person, encourages personal and professional growth for all to succeed. Consensus builder, encourages open and frank dialogue, engages multiple stakeholders in consistently achieving results. Easy going by nature and able to get along with both work colleagues and directors, currently looking for unique opportunity in a new position, with genuine development opportunities Hard working person, the ability to meet deadlines and may work with other department of the company.

1. **Personal Skills (Computer Literacy) :-**

## Microsoft Office standard 95, 97, 2000, 2003, ME, XP & 2010 - Excel, Word, Power Point, Access, OneNote, Outlook & Publisher, Lotus 123 Ver 3.1 & Advanced & Smart Suite

## Internet Explorer, Mozilla Firefox, Opera & Google Chrome

## Microsoft Visio 4.0, Microsoft Project, SAP & Acrobat Reader

Accounting Software - IFCA, ICS, UBS, Auto Count, MYOB, ACCPAC , EMAS 3A, FACT, Sun, ACCTRAK21, JD Edwards, Pro Manager, AS400 (IBM MOVEX), SPSS ETC

1. **Certificate/Seminar Attendance:-**

2011 - Fundamentals of Budgeting and Cash Flow Forecasting (MIA)

2012 - Cost Reduction and Profit Improvement Strategies (MIA)

2016 - Employer’s Tax Statutory requirement in 2016 (Wolters Kluwer)

*F. REFERENCES*

1. Name : Yuhana bin Manan

Designation : Director

Address : IezzyPRO Management Sdn Bhd

Suite 5.11, Level 5, KLH Business Centre,

Bandar Puchong Jaya

47100 Puchong, Selangor DE

Phone No. : 016-2124884 /013-3334884

1. Name : Muhammad Haizam bin Hashim

Designation : Director

Address : Haizani Enterprise

No.44, Lorong Pandan Damai

2/20 Jalan Taman Tas

25150 Kuantan, Pahang Darul Makmur

Phone. No. : 013-6725400