**HEZELINA LINDA @ HAZEL ALOYTIOUS**



# **PERSONAL DETAILS**

**Permenant Address** : B-11-02 Sri Intan Condo 1 No17 Jln Selingsing Bt. 5 Jln Ipoh 51200 KL

**Mobile No.** : 010-2079069 or 016-3505627

**E-mail add.** : [aloytiouslindaa@yahoo.com](mailto:aloytiouslindaa@yahoo.com)

|  |  |  |  |
| --- | --- | --- | --- |
| **Age** | 38 years | **Marital Status** | Married |
| **D.O.B** | 10.02.1979 | **IC. No.** | 790210-08-6260 |
| **Nationality** | Malaysian | **Professional** | Chartered Accountant (MIA) |
| **Gender** | Female | **Membership No.** | 37709 |

# **skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Software** | **Year** | | | **Proficiency** |
| MS. Word | >15 | | | Advanced |
| MS. PowerPoint | >15 | | | Advanced |
| MS. Excel | >15 | | | Advanced |
| OBM Software | >3 | | | Advanced |
| UBS Software | >3 | | | Intermediate |
| SUN System | >1 | | | Intermediate |
| Istana POS | >1 | | | Advanced |
| Telnet GIS 2000 System | >1 | | | Advanced |
| GP SYSTEM (FRX) | <1 | | | Intermediate |
| ACCUTERM System | >5 | | | Advanced |
| Sage 50 | | <1 | Beginner | |
| SAP | | >1 | Intermediate | |
| MINX | | >1 | Intermediate | |
| NPOS | | <1 | Beginner | |

# **skills (Con’t)**

|  |  |  |
| --- | --- | --- |
| **Software** | **Year** | **Proficiency** |
| AUTOCOUNT | <1 | Beginner |
| OPERA SYSTEM | <1 | Intermediate |
| MC SYSTEM | <1 | Intermediate |
| Birch Street System | <1 | Intermediate |
| BossNett | <1 | Beginner |
| MMS | >1 | Intermediate |

# **Strengths**

Leadership, planning, team-working, problem solving, building team, developing people, learning, volunteering, motivator and understanding.

# **LANGUAGES**

|  |  |  |
| --- | --- | --- |
| **Languages** | **Spoken** | **Written** |
| English | 10 | 10 |
| Malay | 10 | 10 |
| Tamil | 10 | 2 |

Proficiency (0=Poor – 10= Excellent)

# **Educational background**

**Highest Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institute** | **Field of Study** | **Obtained/Year** | **Located In** |
| University of Malaya | Accountancy | Degree of Bachelor of Accounting / 2005 | Kuala Lumpur |

**Second Highest Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institute** | **Field of Study** | **Obtained/Year** | **Located In** |
| Sek. Men. King Edward VII | Arts Stream | STPM with 5 principals / 1998 | Taiping, Perak |
| Sek. Men. (P) Treacher Methodist | Arts Stream | SPM with 26 points / 1996 | Taiping, Perak |

# **CAREERS AIM**

* To obtain a challenging position that will allow me to expand upon my skills and continue to accumulate knowledge.
* To make a meaningful contribution to an organization’s continuously success and grow professionally.
* Gain experience in a working environment, which will provide me with the exposure and conditioning with technical knowledge and skill in a wide range of accountancy areas.

# **curricular activities**

**Tertiary Level**

* Member of Accounting Club
* Member of Tamil society
* Member of Art Club
* Member of Choir Club
* Participated in Industrial Management course.
* Participated in maximizing potential workshop
* Participated in resume & Interview workshop.

**Secondary Level**

* President of Art club
* School Librarian
* Member of Tamil society
* Member of Economic Club
* Committee of PBSM (AJK) - TMGS
* Committee of Consumer Club (AJK) -TMGS
* Member of First Aid in Every Home and member of Public service -TMGS

**Awards:**

* Awarded the best club president (1997/98)

**Sports:**

* House Netball Team (1995-96) - TMGS
* Badminton (1994-1996) – TMGS

# **EMPLOYMENT HISTORY –CURRENT**

|  |  |
| --- | --- |
| **Company Name** | Metrojaya Department Stores Sdn Bdn |
| **Position Tittle** | Finance Manager |
| **Industry** | Retail |
| **Monthly salary and allowances** | RM7,500.00 |
| **Date Joined** | July 2014 |
| **Date Left** | Present (3yrs + 3 mths) |

**POSITION SUMMARY**

1. Report to AGM or GM and Group FC.
2. Lead a team comprise of GL section, AP section and AR section (10 staffs). In charge of Metrojaya’s specialists store (5 Companies accounts– Metrojaya Reject Shop, East India Clothing, Somerset Bay, Laura Ashley Malaysia and Laura Ashley Singapore).
3. Assist other group Finance Manager task.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

* Review and submit the monthly and year-to-date management reports (comprise of balance sheet, income statement and cash flow) included analysis and the comparisons to budget and preceding year to FC in timely and accurate manner.
* Review the monthly bank reconciliation. Prepare bank letter for request for cheque images for unknown deposit.
* Check the inter-companies’ transactions and balances.
* Check on the balance sheet reconciliation.
* Monitor daily cash for all the companies – intercompany fund transfer
* Review the GST workings and ensure prompt payment made.
* Provide addition documentation to Custom upon requested by them and address to custom queries.
* Create new accounting codes.
* Provide schedules for corporate reporting – group
* Prepare monthly budget
* Prepare Analysts on existing stores for management decision.
* Attend Monday morning briefing held by GM in respect of finance matters
* Liaise with both internal and external auditors on areas that are relevant and to provide all necessary information and document.
* Review the SOP of the Company
* Provide best practice approaches to the management.
* Provide training to the staff
* Provide monthly statistical information (accounting) to Inland Revenue Authority of Singapore.
* Approved on payment vouchers.
* Interview candidates for vacant position upon availability
* Monthly verify of the stock count at warehouse – shah alam
* Resolve conflict among the staffs and department.
* Perform monthly and yearly appraisal
* Add hoc tasks

# **HISTORY –Previous**

|  |  |
| --- | --- |
| **Company Name** | Hotel Istana Kuala Lumpur City Centre |
| **Position Tittle** | Finance Manager |
| **Industry** | Hotel |
| **Monthly salary and allowances** | RM5,578.00 |
| **Date Joined** | Aug 2013 |
| **Date Left** | July 2014 ( 1 yr) |
| **Reason for leaving** | Career enhancement |

**POSITION SUMMARY**

1. Reporting to AFC/ DFC/GM
2. Lead sub sections - Account Payable, General Cashier, Payroll, Cost Controller-receiving, Store and Income Audit sections.
3. Act in the capacity of the DOF/AFC in the latter’s absence.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

* Responsible for the timely preparation and submission of the monthly management reports, schedules and all other necessary reports to GM and Owners. (Review, finalize and approve all month end journals, adjustment and the final monthly management accounts and analyst variances before submission to Assistant Financial Controller and Financial Controller).
* Attend GM’s morning meeting in absence of Director of Finance / Assistance Financial Controller.
* Check and verified on the Daily Sales Report (DSR) for the accuracy of the information before perform to GM’s morning briefing.
* Prepare and submit the weekly report, asset report, HR training report and complimentary report to the Owners upon check by DOF and GM on weekly (Monday before 5pm).
* Check and verify on the payment made by Account Payables (AP).
* Check and approve on the foreign exchange rate prepare by General Cashier (GC) before submit to front office on daily basis.
* Check and approve on daily JV transactions done by Income Auditor (IA) and GC.
* Assist IA for their surprise cash count in various outlet and section (payroll and GC).
* Prepare report expenses analysts on monthly base upon month end closing.
* Responsible for the completeness, timely and accurate preparation of all monthly management reports and schedules. Review and ensure all balance sheet accounts are correct.
* Prepare and Co-ordinate on the monthly reports and flash report submission to the Owners on every 3rd of the month.
* Attend Profit & Loss meeting. Well prepare for the questions from various department representatives.
* Prepare monthly GM’s report and HOPR slides on every 4th of the month. (Obtain information from various department - Sales, F&B, Banquet and HR departments)
* Monitor and maintain a positive cash flow position. Prepare weekly and monthly cash flow projections (assisted by Accounts Officers) for submission to Owner. Monitor bank balance and transfer.
* Review and ensure that the bank reconciliation is prepared timely and accurately.
* Prepare and submit reports request by Jabatan Perangkaan Malaysia (Statistic Dept.).
* Check and verify all miscellaneous payments, resigned staff wages and check payroll (Rank and File).
* Review Balance Sheet items monthly and ensure all accounts are reconciled. Analyst variances noted in the management report. To handle the exchange of data function with neighboring hotels, and prepare Hotel’s comparative data for management information.
* Provide information to management as part of their decision making process, e.g. Compute various scenarios for bonus payment, compute the impact on different percentage on the annual increment, calculate the return on investment on major capital projects etc.
* Maintain the chart of account and administrate the interface coding between the front office and back office.
* Check and verify the inter-companies’ transactions and balances.
* Co-ordinate the preparation of Year End Hotel Budget. (Operation and Capex, etc.).
* In charge of building up the assets register from the Owners’ listing beginning the hotel’s opening to present.
* Maintain constant close liaison with Owner’s controller on initial set-up and all FF&E disposal.
* Authorize disposal form for the removal of disposed asset out of the hotel by the buyer.
* Co-ordinate the training programs for all sections concerned to ensure that efficiency is achieved and to conduct necessary training to subordinates; where relevant.
* Review the work processes and to recommend ways to reduce time taken to prepare the monthly reports.
* Carry out ad hoc assignments as designated by the Financial Controller from time to time.
* Liaise with both internal and external auditors on areas that are relevant and to provide all necessary information and document.
* Lobby Duty Manager once a month. Welcome the quest in a pleasant appearance and approach with smile address their ways to several needs.
* Attend Credit Meeting and any other HOD meetings

|  |  |
| --- | --- |
| **Company Name** | Pacific & Orient Insurance Co. Bhd (subsidiary of POB) – PLC |
| **Position Tittle** | Senior Accounts Executive |
| **Industry** | Insurance |
| **Monthly salary and allowances** | RM3,890.00 |
| **Date Joined** | Mar 2008 |
| **Date Left** | Aug 2013 (5 yrs + 5 mths) |
| **Reason for leaving** | Job offered by Director of Finance (Hotel Istana) |

**POSITION SUMMARY**

Reports to the Finance Manager and GM in respect of the annual budget, projections, BNM reporting, management’s accounts and reports analyst.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

* Prepare projections and bases of assumptions for the management and board.
* Provide and check information given to the actuary for the Stress Test report.
* Analyst financial data and provide quarterly financial analysis report for Audit Committee Meeting (AC) and Board Meeting.
* Analyst valuation reports obtained in respect of claims liabilities (CL) and premium liabilities (PL) on quarterly basics.
* Prepare monthly and quarterly risk base report (RBC) –quarterly submission to BNM (Review and ensure the adequacy of capital availability in Risk Based Capital Framework report is in compliance)
* Prepare Capital Adequacy Ratio (CAR) for the board on monthly basic (graft and analyst).
* Prepare risk management report for the finance department
* Prepare the benchmark report twice a year for the BNM.
* Prepare AC reports on quarterly basic.
* Preparing statutory annual financial statements in compliance with Malaysia Financial Reporting Standards (MFRS).
* Prepare abridge, interim reporting and state reports on yearly basic.
* Seeking quotation, planning and monitoring the process flow of the media publication with Advertiser.
* Prepare translation of abridge and state reports on yearly basic. Ensure those reports are in the company web page. (Publication-Web and Newspaper)
* Malaysian Motor Insurance Pool’s (MMIP) reconciliation checking.
* Check and ensure on the fixed assets listing done accurately.
* Check and ensure journals vouchers are recorded accurately.
* Prepared the concern paper on Perbadanan Insurans Deposits Malaysia (PIDM).
* Attend PIDM meeting on the concern papers set up.
* Feedback to Persatuan Insurans Am Malaysia (PIAM) and BNM
* Prepared e-payment procedures and flow chart for the cash section.
* Verified on the e-payment system
* Perform any request from the management, board and any external parties beside PIAM and BNM. (Discuss and resolve issues arise during audit process with External and Internal Auditors.)
* Co-ordinate and discuss with respective section head in furnishing ad hoc information required by local regulatory bodies and management.
* Assists in conducting interview for job vacancy in Finance section.

|  |  |
| --- | --- |
| **Position Tittle** | **Group Internal Audit Executive** |

**POSITION SUMMARY**

Responsible to the Assistant Manager or Head of Internal Audit (“HOIA”) for assisting with financial, compliance and operational audits of all phases of Pacific & Orient Berhad and its subsidiaries’ (“POB Group”) operations in accordance with acceptable audit standards; providing management with analyses, appraisals and recommendations; and performing other related duties as assigned.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

* Lead an audit group with members of 3-5 colleagues.
* Attend Audit Committee Meeting
* Under the general guidance of HOIA, the Assistant Internal Audit Manager.
* Determines areas of risk for the auditable area assigned and appraises their significance in developing a comprehensive, practical programmed of audit coverage
* Develops audit programs and internal control questionnaires for new assignments and revises existing programs and questionnaires, if required.
* Conducts audits (internal audit, risk management audit and corporate governance audit) assigned in accordance with acceptable audit standards approved audit plan, programmed and budget.
* Conducts audits to determine the adequacy and effectiveness of internal controls; extent of reliance on organizational structure; accuracy of financial transactions; compliance with policies and guidelines, institutional policies and procedures, state and federal laws and regulations and contractual requirements.
* Prepares audit working papers in accordance with audit standards; documents performance through narratives, flowcharts, manual and/or computer-generated spreadsheets.
* Assists in identifying factors causing deficient conditions and developing constructive, economical and practical recommendations for findings included in audit reports.
* Makes oral and/or written presentation to management during and at the conclusion of the examination, discussing deficiencies and recommending corrective action to improve operation.
* Assists in preparation of comprehensive audit reports on assigned activities for the HOIA’s or Assistant Internal Audit Manager’s review and approval.
* Performs follow-up audits with responsible management to ascertain implementation of recommendations; and appraises the adequacy of the corrective actions taken by management to correct the deficient conditions.
* Reviews quarterly management accounts and year-end audited statutory accounts, including related party transactions and disclosure statements for inclusion in the Company’s Annual Report.
* Provides on-the-job training and guidance to new or junior audit staff assigned to the audit.
* Assists the HOIA in preparation of quarterly reports to the Audit Committee.
* Keeps abreast of POB Group’s policies and procedures, current developments in accounting and auditing professions and changes in Bank Negara Malaysia guidelines/circulars, Persatuan Insurans Am Malaysia circulars and statutory acts and regulations, as applicable.
* Establishes and maintains effective working relationships with all POB Group employees and external auditors.
* Fulfills requirement necessary to maintain certification as active IIAM member and/or CPA.
* Conducts special audits, investigations or miscellaneous job-related duties as may be assigned by the HOIA from time to time.

|  |  |
| --- | --- |
| **Company Name** | **Hotel Istana Kuala Lumpur** |
| **Position Tittle** | **Income Auditor** |
| **Industry** | Hotel |
| **Monthly salary and allowances** | RM2,500.00 |
| **Date Joined** | Feb 2007 |
| **Date Left** | Mar 2008 (1 yr 1 mth) |
| **Reason for leaving** | To obtain wide range of learning skills in internal audit covering financial and operation audits which standing in line of the Company’s Standard of Practicing (SOP) and BNM requirements/ guidelines. |

**POSITION SUMMARY**

The Income Auditor is responsible for the audit of daily sales report and to ensure accuracy and completeness of total hotel's revenue. Assisting the Assistant Financial Controller to ensure adherence of Hotel's policies and procedures by all departments concerned.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

* To check and verify daily sales report and other night audit reports submitted by the night auditors.
* To fax the daily sales report to corporate office and owner office after approved by the Assistant Finance Controller.
* To supervise the Night Auditor and Audit Assistant.
* To ensure that all incidents and discrepancies during night audit are properly logged down and satisfactorily investigated.
* To follow up discrepancies not resolved by the Night Auditor.
* To randomly check room rates against contract, packages and others.
* To check and verify the OOO (Out Of Order Room Report). House Use Report and Complimentary
* Room Report. To check complimentary or change rooms has been approved by relevant authorities.
* To check and verify the General Cashier's report daily and follow up with any discrepancies immediately.
* To investigate any cashier's shortage or excess with the General Cashier immediately.
* To scrutinize all allowances given. Submit allowance voucher to AFC for verification.
* To verify rate variance report and ensure all rates quoted are correct and valid. Also ensure market codes correspond with the rate code and complimentary / house use rooms have a "C" or "H" indicated on the report.
* To monitor errors made by the Night Auditors and cashiers to identify weaknesses and pinpoint who requires further training.
* To inform Financial Controller any incidents that needs to be brought up at the morning briefing.
* To conduct surprise cash count, surprise room check and surprise head count during peak period at outlet or banquet function.
* To sequential check and verify the vouchers and official receipts issued by all departments concerned.
* To randomly check room rates against contract, packages and others.
* To conduct training for the Night Auditors and cashiers constantly.
* To prepare month end journals and accruals.
* To prepare monthly service charge calculation and government tax schedule.
* To verify and prepare the payment schedules to Limousine, Fitness Center's masseurs, aerobics instructors, waiters' fee.
* To perform any ad hoc assignments assigned by the Assistant Financial Controller.
* To assist the Assistant Financial Controller to monitor the control procedures and revise when necessary.
* To attend the F&B meeting, cashier meeting, section meeting or any meetings and when required.

|  |  |
| --- | --- |
| **Company Name** | **Omar Arif & Co, Chartered Accountant Firm (Yuen Tang & Co)** |
| **Position Tittle** | **Semi-Senior Auditor** |
| **Industry** | Finance- Audit/Taxation |
| **Monthly salary and allowances** | RM2,300.00 |
| **Date Joined** | January 2004 |
| **Date Left** | Feb 2007 (3 yrs 2 mths) |
| **Reason for leaving** | Job offered by Client |

**POSITION SUMMARY**

Reports to the Audit Assistant Managers in charged for the respective task. Lead a group for field audit. Plans and executes audits in accordance with accepted standards, audit programs and audit statutory reports.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

* Audited a diverse portfolio which involved in co-operatives, publication distributor, food & beverage, property management, management services, trading, property investment holding, retail, construction, manufacturing companies, hotel, hospitalizes and non-profit organization.
* Conduct an Internal Audit functions
* Alias with the respective client’s companies secretaries. (on the AGM, EGM and all the correspondence of minutes)
* Conducted examination of internal control and review for understanding of clients business, which ensure effective financial operations and business operational procedures.
* Preparations of tax computations for ascertaining tax liabilities for audit purposes.
* On the completion of audits, drafted management letters highlighting weaknesses and discrepancies noted for the attention of clients management and stating suggestions on how to improve systems and accountability.
* Prepare audit reports
* ADDITION-also involve in preparing full set of accounts (financial statements)

# **REFERENCES**

|  |  |
| --- | --- |
| **Name** | Ms. Ruby Thiagarajan |
| **Company** | Hotel Istana Kuala Lumpur |
| **Position** | DOHR |
| **Contact No.** | 03-21419988 or 012-2151892 |
| **Years of known** | More than 5 years |

|  |  |
| --- | --- |
| **Name** | Mr. Wong Chiang Meng |
| **Company** | Pacific & Orient Berhad |
| **Position** | Head of the Department (HOD) |
| **Contact No.** | 03-2698 5033 |
| **Years of known** | More than 5 years |

|  |  |
| --- | --- |
| **Name** | Mr. Segaran |
| **Company** | Pacific & Orient Insurance Co. Berhad |
| **Position** | Finance Manager (HOD) |
| **Contact No.** | 03-2698 5033 |
| **Years of known** | More than 5 years |

|  |  |
| --- | --- |
| **Name** | Mr. Ravindran |
| **Company** | Hotel Istana Kuala Lumpur |
| **Position** | DOF |
| **Contact No.** | 03-21419988 or 012-2922497 |
| **Years of known** | More than 5 years |