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| |  | | --- | |  | | **Agnes Tong** **Senior Accountant (2 years 5 months) Wood Group Kenny Sdn Bhd (f.k.a J P Kenny Sdn Bhd** | |
|  |  |
| (+60) 16-276 7539 | agnestong2628@gmail.com | MYR 8,500 | Setapak, Kuala Lumpur | |

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| **Experience** |  |  |
| 12 years of total experience | | |
| Dec 2014 - Present (2 years 5 months) | **Senior Accountant** Wood Group Kenny Sdn Bhd (f.k.a J P Kenny Sdn Bhd | Kuala Lumpur, Malaysia | |
|  | Industry | Oil / Gas / Petroleum |
|  | Specialization | Finance - General/Cost Accounting |
|  | Role | Financial Accounting & Reporting |
|  | Position Level | Manager |
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|  | -Management and coordination of audit activities -Provide guidance to junior accountants -Reporting to Finance Team Lead -Review cash book and check the accuracy of the payment  -Calculate sales rate/cost rate for the staffs -Maintain work in progress report -Overhead variance analysis -Checking the coding done by the junior accountants -Prepare full year budget and forecast -Any ad-hoc reporting and queries from HQ -Monthly closing of accounts -Maintain audit schedules -Prepare and review management account, ensuring the completeness of the accounts closing (i.e Bank Reconciliation, Accounts Receivables, Accounts Payables, Cash Book, Project based and General JV) -Monitor the completeness of statutory audit, preparing statutory financial statement -Coordinate the preparation, review with tax agent/Group Tax Manager and feedback for annual tax return and the tax estimate to ensure compliance to requirements and timelines | |
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| Oct 2013 - Nov 2014 (1 year 2 months) | **Accountant** Omesti Berhad (f.k.a Formis Resources Berhad) | Kuala Lumpur, Malaysia | |
|  | Industry | Computer / Information Technology (Software) |
|  | Specialization | Finance - General/Cost Accounting |
|  | Role | Financial Accounting & Reporting |
|  | Position Level | Senior Executive |
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|  | -Consolidate Balance Sheet, Profit & Loss and Cashflow for Formis Group for the BSKL’s Listing Requirements -Provide guidance to junior staffs -Coordinate for GST preparation -Review cash book and check the accuracy of the payment  -Monthly closing of accounts -Maintain audit schedules and liase with auditors -Coordinate Tax Compliance | |
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| Jul 2011 - Sep 2013 (2 years 3 months) | **Senior Accountant** Baker Hughes Services Sdn Bhd | |
|  | Industry | Oil / Gas / Petroleum |
|  | Specialization | Banking/Financial Services |
|  | Role | Others |
|  | Position Level | Senior Executive |
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|  | -Post journals to SAP and Hyperion system -Prepare and review balance sheet reconciliations using Blackline system -Draft statutory accounts -Attend to audit queries -Provide support and trainings to team members  -Lead four team members -Ad hoc requests from Team Lead and Finance Manager from time to time -Blackline administrative role: to assign reconciliation tasks in Blackline and other administrative tasks -Involve in projects, for example, Business Continuity Plan and Finance Close Acceleration projects | |
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| Jan 2008 - Jul 2011 (3 years 7 months) | **Senior Finance Analyst** HP Multimedia Sdn Bhd | |
|  | Industry | Computer / Information Technology (Software) |
|  | Specialization | Finance - Corporate Finance/Investment/Merchant Banking |
|  | Role | Others |
|  | Position Level | Senior Executive |
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|  | -Assist in preparation of cluster business plan presentation decks -Coordinate and periodically update sales and P&L forecasts for all SEA Business Units -Consolidate Business Units related results across SEA to deliver accurate, timely and actionable reports with meaningful insights/analysis for various stakeholders. -Enforce timely and quality submissions from countries to reduce the need for detailed checking -Handle Regional Office requests related to assigned job scopes -Provide ongoing analytical support which includes revenue drivers and margin analysis for the various Business Units for SEA and the management of Business Units and support functions related expenses versus budget or latest estimates and against prior year’s results Consolidated the opex narrative report submitted by countries and sent out to HQ -Do intercompany billing for any cross charge within SEA countries quarterly -Created location codes -Share the opex guidelines from the top management for the new financial year with the countries -Liase with various departments, GEM (Global expense management), country/business analysts, sales force and my FP&A team members | |
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| Jan 2005 - Dec 2007 (3 years) | **Senior Accounts Assistant** BP Asia Pacific Sdn. Bhd. | |
|  | Industry | Oil / Gas / Petroleum |
|  | Specialization | Finance - General/Cost Accounting |
|  | Role | Financial Accounting & Reporting |
|  | Position Level | Non-Executive |
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|  | -Updated balance sheet reconciliations in Excel and do journals to reclass the entries, top up/write back provision when advised by analyst through email -Prepared tax schedules for tax accountant to review  -Day to day journals as requested by accountants -Prepared audit schedule for audit purpose -Handled intercompany cross charges matters, in accordance with Company policies. Prepare detailed cross charges data and supporting information and resolve any cross charging issues that may arise. | |
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| **Education** | | |
| 2011 | **ACCA** Professional Certificate in Business Studies/Administration/Management | Malaysia | |
|  | Major | Accounting |
|  | Grade | Pass/Non-gradable |
|  | Passed my ACCA in year 2011 and I am an ACCA member. | |
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| **Skills** | | |
| Advanced | JDE accounting system (ERP), SAP end user support skills, Essbase Hyperion, Sharepoint, Business Warehouse, ACCPAC, SAP Accounting System, UBS Accounting System, NAVISION | |
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| **Languages** | | |
| *Proficiency level: 0 - Poor, 10 - Excellent* | | |
| Language | Spoken Written | |
| Chinese | 10 10 | |
| English | 7 8 | |
| Bahasa Malaysia | 6 7 | |
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| Jobstreet English Language Assessment (JELA) | | |
| Date Taken | 15 Apr 2010 | |
| Score | 36/40 | |
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| **Additional Info** | | |
| Expected Salary | MYR 8,500 | |
| Preferred Work Location | Kuala Lumpur, Selangor | |
| Other Information |  |  |
| STRENGTHS/CHARACTERISTICS  Hardworking Willing to learn Independent Presentable Fast learner Helpful Self-improvement A team player  Can start work in June2017 | | |
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| **About Me** | | |
| Gender | Female | |
| Age | 34 years | |
| Address | B-2-1,Menara Alpha,Section 2,Wangsa Maju, 53300, Setapak, Kuala Lumpur, Malaysia | |
| Nationality | Malaysia | |
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