

RESUME

TILAGA D/O ARMUGAM

Address : No 115 Persiaran Klebang Selatan 8, Taman Bertuah,
31200 Chemor
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WORKING EXPERIENCE

- May'14 – Present : Audit executive at **Selva & Associates (Chartered Accountants)**
- Planned, performed and documented audits according to the standards on auditing
 - Performed tests of internal controls
 - Ensured all steps of the audit program were completed
 - Obtain reasonable assurance whether the financial statements are free from material misstatement.
 - Express an opinion on the financial statements based on audit working
 - Supervising junior staff on audit work
 - Assist client on Goods and Service Tax(GST) in term of application, GST accounting and filing GST-03
- Sept'12 – May'14 : Audit assistant at **Wong Weng Foo & Co (Chartered Accountants)**
- Collect and analyze data to detect deficient controls, duplicated effort, fraud, or non-compliance of financial reporting against identified financial reporting standards and management policies.
 - Report to the Management on the asset utilization and audit results and recommend changes in the Company's operations and financial activities.
 - Prepare detailed reports and audit working papers on audit findings.
 - Review data on material assets, net worth, liabilities, capital stock, surplus, income and expenditures.
 - Inspect client's account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures (MASB) to record transactions.
 - Examine and evaluate financial and information systems, recommending proper internal controls to ensure the client's system reliability and data integrity.
 - Prepared, analyzed, and verified annual reports and the financial statements using generally accepted accounting and statistical procedures to assess financial condition of entity.

- Feb'12 - July'12 Practical training at **Loh & Co (Chartered Accountants)**, work as *Audit trainee*.
- Performed external audit on the financial statements.
 - Performing statutory audit prior to an audit for review the Company's minutes and resolution, prepared audit confirmation letters, audit reports and audit working papers
 - Ensured that all the statements and reports are free of material misstatements.
 - Evaluated and expressed opinion on financial statements.
 - Proofread and distributed various financial statements
- July'07 - Dec'07 Practical Training at **LLTC (Chartered Accountants)**, work as *Accounts clerk*.
- Assisting the Accounts Officer in coordinating accounting & book keeping procedures
 - Entering data using UBS computerized accounting software
 - Adjusting data in UBS accounting system
 - Maintaining book keeping records
 - Filing documents in various handbooks, reference books and files

ACADEMIC QUALIFICATIONS

2014 – Present	ACCA Finalist	
2009-2012	Universiti Utara Malaysia 06010 Sintok Kedah	Bachelor of Accounting (Hons) CGPA 3.27
2006-2008	Politeknik Ungku Omar Jalan Raja Musa Mahadi 31400 Ipoh	Diploma in Accounting CGPA 3.67
2000-2004	Sekolah Menengah Kebangsaan Tasek Damai 30100 Ipoh Perak Darul Ridzuan	SPM with Distinctions in Bahasa Malaysia, Mathematics, and English

KEY SKILLS AND SPECIAL ABILITIES

- *Languages:* Fluent: *English and Tamil*, proficient *Malay*.
- *Computer Skills:* Microsoft Office (Word, Power Point, Excel & Access)
- Possess presentation skills, leadership qualities, proactive and possess good analytical problem solving skills.
- Ability work independent and in group with minimum supervision
- Recognized as a team player and a performer, consistently complete assignment on time
- Excellent interpersonal skills, self-motivated, results oriented and fast learner
- Ability to communicate with all levels of people.
- Good financial accounting knowledge
- An excellent understanding of auditing techniques
- Experience of working to tight deadlines
- Experience in using SAGE UBS 2015 and AxP software

EXTRA-CURRICULAR ACTIVITIES

Universiti Utara Malaysia

- 2010 - Board Member of Publicity for “Seminar Usahawan Berjaya”
2011 - Deputy Director for project “Dare to Challenge”
- Secretary for project “Pengurusan Projek dan Surat-Menyurat”
- Secretary for project “Suara & Tangisan Kemboja”
- Treasurer for project “Kembara di Desa”

Politeknik Ungku Omar

- Jan 2006 - Dec 2008 Committee Member of Accountancy Club
July 2008 - Dec 2008 Subject Representative for Financial Accounting 4
July 2006 - Dec 2006 Committee Member of Entrepreneur Club

AREAS OF EXPERTISE

- Accounting Methods
- Financial report writing & interpreting financial data
- Analysis data
- External Auditor

JOB PREFERENCES

- Willing to Travel: Yes
- Willing to Relocate: Yes
- Possess Own Transport: Yes
- Availability: One month notice
- Expected salary : RM3,600 (Negotiable)

PERSONAL PARTICULARS

Date of birth : 05 October 1987
Place of Birth : Ipoh Perak
Sex : Female
Marital Status : Single
Nationality : Malaysian
Health : Excellent
Language Spoken : Bahasa Malaysia/English/Tamil
Language Written : Bahasa Malaysia/English/Tamil

REFEREES

The following persons have agreed to provide any additional information regarding my qualifications and character:

Mr. Peter Ng Soon Huat

Audit manager
Wong Weng Foo & Co
41, Damai Complex,
Jalan Dato Haji, Eusoff,
50400 Kuala Lumpur.
Tel: 03-4042 4280

Mr. Choo Chin Ngan

Audit manager
Loh & Co (Chartered Accountant)
Contact No: 05-2542813