



Eliyanah Salehuddin

Accounts Executive, Finance & Administration

Accounts Payable, Accounts Receivable, Income Audit

General Cashier, Payroll, Admin, Human Resources

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Education

Kolej Universiti Poly-Tech Mara, Diploma in Accounting & Finance, 2013 - 2016

SMK Hulu Kelang, High School, Sijil Pelajaran Malaysia (SPM), 2008 - 2012

Professional Experience

I. **Accounts (Accounts Receivable) & Admin Executive** – Mectra Synergy (M) Sdn Bhd

Jul. 2023 – Present:

Accounts (Account Receivable)

- Prepare and issue invoices to clients accurately and in a timely manner for goods sold or services rendered.
- Monitor accounts receivable aging, follow up on overdue payments, and reconcile discrepancies with clients' accounts.
- Record and allocate incoming payments from clients, ensuring accuracy and compliance with company procedures.
- Evaluate credit terms, establish credit limits for clients, and manage credit risks by assessing creditworthiness and initiating appropriate actions for credit control.
- Contact clients via phone, email or mail to ensure timely collection of outstanding debts and resolve any payments discrepancies or disputes.
- Generate regular reports on accounts receivable status, aging analysis and cash flow projections for management review.

Admin Executive

- Provide administrative support by managing office supplies, handling correspondence, maintaining files, and organizing office operations.
- Maintain accurate records, including contacts, agreements, and other relevant documents. Ensure proper filing and documentation system are in place.
- Liaise with internal departments, external vendors, and clients to coordinate administrative activities, meetings and events as required.
- Oversee office facilities including maintenance, repairs, and ensuring a safe and conducive working environment.
- Ensure compliance with company policies, procedures, and legal regulations in administrative matters.
- Provide support to senior management as needed, including preparing reports, presentations, and conducting research.

II. **Accounts Executive (Accounts Payable)** – Tamu Hotel & Suites Kuala Lumpur

Jan. 2023 – Jul. 2023:

- Oversee the financial operations of the organizations and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursement, ledgers etc.
- Responsible for entering financial information and maintaining all financial records for program and for the organization.
- Manage financial control, prepare and analyse budgets, develop financial reports and make recommendation to the Finance Manager on budget expenditures
- Check supplier invoices and expense claims for accuracy, appropriateness and correct accounting coding.
- Ensure that invoices are correctly approved for payment
- Enter all AP invoices and processing weekly payment runs.
- Maintain Accounts Payable ledger ensuring no long overdue amounts.
- Complete accounts payable ledger for month end closing
- Provide analysis of major expense items requested

- Process gateway payments for most transactions.
- Prepare banking documentation for all transactions.
- To conduct monthly credit meeting for highlight on collections, slow payments
- To reconciliation monthly statement of accounts (SOA) providing from supplier / vendor for accuracy, dispatching as appropriate
- Performs other duties as assigned

III. **Financial Planner (Takaful Agent)** – KL Imtiyaz Alfa (AIA Public Takaful)

Jul. 2022 – Dec. 2022:

- Provides service to clients' changing insurance needs by selling life, health, hibah and disability insurance.
- Establishes productive working relationships with clients.
- Develops base for long – term sources of clients.
- Compiles lists of prospects.
- Determines clients' particular needs and financial situations by scheduling fact-finding appointments and determining the extend of present coverage and investments.
- Ascertains clients' long-term goals.
- Develops a coordinated protection plan by calculating and quoting rates for immediate coverage action and long-term strategy implementation.
- Obtains underwriting approval by completing applications for coverage.
- Completes coverage by delivering policy, planning future follow up visits and evaluations of needs.
- Provides continuing service by providing directs deposit forms, processing changes in beneficiary, and analyzing policy loan applications.
- Provides death benefits by delivering policy proceeds and reassessing client need.
- Updates job knowledge by participating in professional organizations
- Enhances insurance agency reputation by accepting ownership for accomplishing new opportunities to add value job accomplishments.

IV. **Admin Executive** – Shopee Express (Wangsa Maju Hub)

Apr. 2021 – Jul. 2022:

- Assist hub lead task
- Handle complain driver and rider
- Handle aging parcel
- Update driver and rider performance
- Monitor sorter
- Handle timing line haul and receive line haul
- Scan receive and sorting parcel
- Resolve administrative problem and inquires
- Check damage, return to seller (RTS) and hub to hub (HTH)

V. **Accounts Executive** - Folding Sky Corporation, London, United Kingdom

Jan. 2019 – Sept. 2020:

- Prepare paperwork for month end closing.
- Reconcile accounts payable transactions.
- Prepare and process cheques and payment.
- Review and verify invoices and check requests.
- Handle request for information and data.
- Resolve administrative problem and inquires.
- Monitor accounts to ensure payment are up to date.
- Research and resolve discrepancies and issues.
- Correspond with vendor and response to enquiries.
- Ensure all revenues are correctly posted into the system.

VI. Accounts Executive – Gseven Safety Lockers Sdn Bhd

Aug. 2019 – Jan. 2020:

- Prepare paperwork for month end closing.
- Reconcile accounts payable transactions.
- Prepare and process cheques and payment.
- Review and verify invoices and check requests.
- Handle request for information and data.
- Resolve administrative problem and inquiries.
- Monitor accounts to ensure payment are up to date.
- Research and resolve discrepancies and issues.
- Correspond with vendor and response to enquiries.
- Ensure all revenues are correctly posted into the system.

VII. General Cashier - Ansa Hotel, Kuala Lumpur, Malaysia

Jul. 2018 - Jul. 2019:

- Collect cash remittance envelopes daily from front office vault escort by security.
- Count and record all daily cash, cheques and foreign currency with witness by staff from finance department.
- Prepare due back, small notes and loose change for front office department.
- Post all daily transaction in general cashier.
- Update foreign currency exchange rates and liaise with money changer for the foreign exchange rate.
- Prompt follow up on cashier overage and shortage with respective department.
- Bank in cash and cheques collected through Cash In Transit (CIT) Service.
- Check online bank statements.
- Check petty cash with requisition and ensure all are verified and approved before pay out.
- Pay all petty cash and submit monthly to Accounts Payable for reimbursement.
- Follow up with cashiers for outstanding matters - cashiers mistakes and errors.

VIII. **Income Audit** - Ansa Hotel, Kuala Lumpur, Malaysia

May 2018 - Jul. 2018

- Prepare Daily Revenue Report (DRR).
- Verify accuracy of all revenue and adjustment posting.
- To investigate all complimentary rooms, market code, statistic report, miscellaneous and adjustment vouchers, managers check, rate discrepancy, balance of all interface system.
- Ensure that all revenues are correctly posted into the PMS system and accurately reported in the general ledger.
- Maintain float cash count.

IX. **Accounts Payable** - Fraser Residence, Kuala Lumpur, Malaysia

Jun. 2016 - Jan. 2018

- Review and verify invoices and check request.
- Sort, code and match invoices.
- Enter and upload invoices into a system.
- Reconcile account payable transaction.
- Set invoices up to payment.
- Prepare and process cheque and payment.
- Prepare analysis of account.
- Monitor accounts to ensure payment are up to date.
- Research and resolve discrepancies and issues.
- Maintain vendors file.
- Correspond with vendor and respond to enquiries.
- Assist with month end closing.
- Provide supporting documents for audit.

Part-time Work Experience

I Usherette Freelance:

- Welcoming guests in a polite and friendly manner.
- Checking and scanning tickets directing guests to their seats.
- Distributing programs, brochures, and other materials.
- Informing guests about the location of the restrooms, refreshment and exits.
- Tending to guests' comfort and assisting them with any questions or problems.
- Assisting patrons with disabilities or other impairments, as need.
- Monitoring the guests' activity to ensure the safety of the events.
- Enforcing event rules and relevant health and safety regulations.
- Ensuring that the lobby and facilities are neat and organized.
- Following all emergency protocols and guiding audience members to the exits in an orderly manner.

II Hostess Freelance:

- Greeting guests as they enter, and putting them on a waiting list as necessary.
- Providing guests with menus and answering any initial questions.
- Seating guests at tables or in waiting areas.
- Assigning guests to tables they prefer, while keeping table rotation in mind so that servers receive the right number of customers.
- Engaging with guests to ensure they're happy with food and service.
- Responding to complaints and helping to resolve them.
- Answering phone calls, taking reservations and answering questions.
- A knowledge of the menus.
- Helping out with other positions in the restaurants as needed.
- Providing great customer service.

III Event Crew

- Setting up venues for events, including chairs and building stages.
- Working as ushers and ensuring that seating arrangements adhere to fire code regulations.
- Operating cash registers.
- Working under the instructions of Event Manager.
- Ensuring the event hall is clean and organized.
- Adhering to event safety standards.
- Ensuring excellent levels of customer service.
- Undertaking security duties.
- Assuming the role of Ticket Taker and welcoming guests.
- Setting up lighting and sound equipment.
- Working at a concession stand and serving food and drinks.
- Dispensing useful information to event – goers.
- Inspecting equipment for damage after use and checking it against an inventory list.
- Packing up equipment when the event is completed.

IV Talent Freelance

- Read scripts and meet with agents and other professional before accepting a role.
- Audition in front of directors, producers, and casting directors.
- Research their character's personal traits and circumstances to portray the characters more authentically to audience.
- Memorize their lines.
- Discuss their roles with the director, producer and other actors to improve the overall performance of the show.
- Rehearse their lines and performance, including on stage or in front of the camera, with other actors.
- Perform the role, following the director's directions.

V Roving Ambassador & Brand Ambassador

- Demonstrate and explain products and services to prospective customers and persuade them to buy or utilize services.
- Identify interested and qualified customers in order to provide them with additional information.
- Constantly building product knowledge and delivering the knowledge in engaging ways.
- Engaging in meaningful interactions and building good relationships with customers.
- Meeting weekly and monthly targets and submitting sales reports.

VI Retail Sales Assistance

- Attend to customers inquiries and provide customer service in meeting customer expectations.
- Resolves customer issues in a timely and professional manner.
- Manage and monitor inventory, stock and products.
- Price tagging and arrangement of stocks.
- Carry out the daily work of live operations.
- Attend and manage retail sales.
- Ensure the retail outlet is clean and tidy all times.
- Assist in stock take and other events.
- To undertake any ad-hoc assignments as and when required.

VII Banquet

- Serves patrons with food and beverages in a positive and friendly manner.
 - Maintains dining ambience with enthusiastic attitude
 - Greeting guests as they enter venue and helping them to find their seats.
 - Seeing to the comfort of guests through answering questions, taking orders, conveying special instructions to the kitchen and bar, and serving food and beverages.
 - Circulating the room with trays of appetizers and beverages.
 - Directing guests to necessary services and features, and leading guests on tours of the location.
 - Assisting with the event preparations set up, and closing, including setting up and packing away tables cloths and place buffets.
 - Supporting other staff to ensure guest satisfaction.
 - Adhering to safety and quality regulations.
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Knowledge & Skills

1. Computer software
2. Accounting software (SAGE Accpac, Opera, Winhms, Auto count and Quickbook)
3. Communication
4. Interpersonal skills
5. Networking and relationship skills
6. Self-management (e.g. time management, goal setting, etc.)
7. Stress management (e.g. Taking time out, prioritizing task, etc.)
8. Work ethic.

Reference

Director - Mectra Synergy (M) Sdn Bhd

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Finance Manager - Tamu Hotel & Suites Kuala Lumpur

Azmi Bin Daini

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Assistant Agency Manager – KL Imtiyaz ALFA (AIA PUBLIC TAKAFUL)

Nur Fazirah Binti Ribut

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Hub Leader – Shopee Express Wangsa Maju Hub

Arief Faezal Bin Abd Manaf

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