



NICHOLAS LEE

SOFTWARE ENGINEER

PROFILE

Full Name: Lee Yoong Khang
Gender: Male
Age: 31
DOB: 29/09/1987
Nationality: Malaysia
Race: Chinese
Religion: Buddhist

CONTACT

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Rawang, Selangor, Malaysia

LANGUAGE

Chinese
English
Malay

EDUCATION

Wawasan Open University

Bachelor's Degree of Software Engineer (Honours) 2016 - NOW

Kolej Bandar

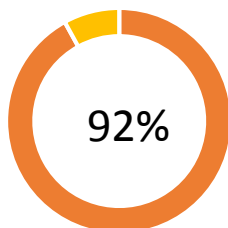
LCCI Diploma in Accounting 2003 - 2004

SMK Menjalara

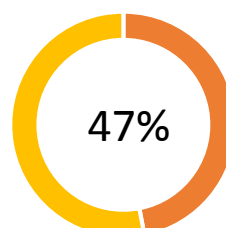
Secondary School 2000 - 2004

PROGRAMMING LANGUAGE SKILLS

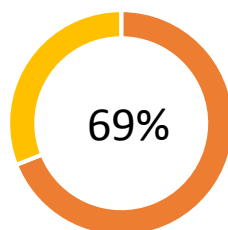
VISUAL BASIC & VBA



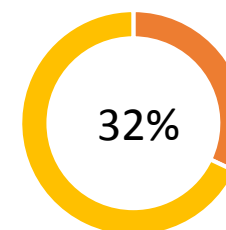
HTML & CSS



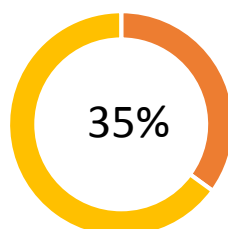
JAVA



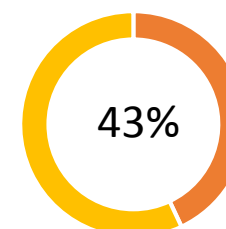
JAVASCRIPT



C/C++



RUBY



KNOWLEDGE

Accounting	<div><div></div></div>
Tax & Audit	<div><div></div></div>
Accounting System	<div><div></div></div>
Programming	<div><div></div></div>
Investment	<div><div></div></div>

ACCOUNTING SYSTEM

SunSystem	<div><div></div></div>
Opera	<div><div></div></div>
UBS	<div><div></div></div>
MYOB	<div><div></div></div>
Quickbook	<div><div></div></div>
Innkeeper	<div><div></div></div>

REFERENCE



WONG HENG

Head of IT Department

Berjaya Hotels & Resorts

+6018 220 0161

WORKING EXPERIENCE

BERJAYA HOTELS & RESORTS

Accounts Manager

2014 - NOW

Industry: Hospitality & Hotels

Responsibilities:

- Handle full set accounts for multiple company.
- Prepare of management reports: Profit & Loss, Balance Sheet, Trial Balance, various schedule and reports.
- Prepare of quarterly reporting package to group.
- Liaise with third party such as auditors, tax agents and bankers.
- Design of spreadsheet and report templates.
- System admin and advisor for accounting system software.
- Acting IT executive for Ansa Hotel KL.

PLATINUM LAND & PROPERTIES SDN BHD

Finance Executive

2012 - 2014

Industry: Hospitality & Hotels

Responsibilities:

- Responsible in all aspect of accounting functions and monthly closing of accounts.
- Preparation of relevant financial reports.
- Check and ensure completeness of data entries.
- Maintain fixed assets schedule.
- Liaise with third party such as auditors, tax agents and bankers.
- Preparation of audit and tax schedules.
- Balance sheet analysis and reconciliation of inter co transaction.

GTOWER SDN BHD

Accounts Executive

2012 - 2014

Industry: Hospitality & Hotels, Gym, Food and Beverage, Office Leasing

Responsibilities:

- Opening team for GTower Hotel.
- Handle full set accounts for GTower Group. (6 F&B outlets, gym, hotel & offices)
- Prepare management reports: Profit & Loss, Balance Sheet, Trial Balance, various schedules and reports.
- Setup reports formats and templates.
- Liaise with third party such as auditors, tax agents and bankers.
- System admin for accounting system.

KIOSK BOX HOLDING SDN BHD

Accounts Assistant

2008 - 2009

Industry: Entertainment, Food and Beverage

Responsibilities:

- Handle full set accounts for family karaoke
- Prepare management reports: Profit & Loss, Balance Sheet, Trial Balance, various schedules and reports.
- Prepare daily sales report to group.
- Liaise with third party such as auditors, tax agents and bankers.

THE NATURAL SOURCE / SKINLAB

Accounts Executive

2006 - 2008

Industry: Retail – Beauty Care

Responsibilities:

- Handle full set accounts for 9 outlets.
- Prepare management reports: Profit & Loss, Balance Sheet, Trial Balance, various schedules and reports.
- Prepare of daily sales report.
- Liaise with third party such as auditors, tax agents and bankers.
- Stock reconciliation.
- Stock issuance to outlets.