Monica Mah

119 Harvest Gold Place NE

Calgary, AB

T3K 4Y1

[Monica.ha.cgy@gmail.com](mailto:Monica.ha.cgy@gmail.com)

(587) 716-2108

To whom it may concern,

I’m interested in applying for

I have worked in a variety of roles including forecasting, budgeting, preparing and coordinating year-end financial statements and audit, financial analysis, external audit, and decision support for major projects. I’m passionate and dedicated to providing the highest level of support to the business. I always seek to improve efficiency and quality of work.

I am a quick learner so I’m often put on new projects such as the IFRS 16 lease research project which I spear-headed and coordinated with the business and finance to assess impact on PetroChina Canada and determine necessary steps for the company to be ready for the transition in 2019.

I work well under pressure and tight timelines. I was responsible for coordinating the financial statements and the auditors for 2017. The financial statements ending in December 31, 2017 needed to be signed off by auditors on January 31, 2018. This decision was made during December after all the year-end and audit planning had been completed. Through hard work, communication, and some workarounds, I was successful in delivering under the tight timelines by working with the finance team, management, our auditors and our JV partners.

I’m a subject matter expert for processes and deliverables within PetroChina Canada. When the team lead of financial reporting is on vacation, I have helped in some aspects of his role and I take responsibility in reviewing work of other members from finance team. I also help educate others on budgeting and mentor others on aspects of reporting.

I’ve coordinated the G&A budget submission with the business units. I’m pre-emptive with communications to try and reduce the amounts of questions. I provided recommendations and analysis during the optimization process to challenge business units to reduce forecasts which set a standard in how optimizations are handled going forward. The G&A budget was presented to the executives and was well received.

Thank you for considering me for this role. I look forward to discussing my qualifications with you. I can be reached at 587-716-2108.

Sincerely,

Monica Mah