

SU LEAN, CHUAH (CHARIS)

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### PERSONAL PARTICULARS

Date of Birth: 28/3/1986

Gender: Female

IC No.: 860328-35-5500

Nationality: Malaysian, Penang

Age: 28

Marital Status: Single

### CAREER OBJECTIVE

A position relates to accounting & finance, audit, banking, management, corporate treasury and finance analysis in a successful and large organization to achieve the corporate governance. To continually improve my knowledge and skills with the long term goal of becoming a successful business person.

### EDUCATION

#### **High School**

Jan. 1993 – Dec. 1998

Ujian Penilaian Sijil Rendah (U.P.S.R)  
Penang Chinese Girls' Primary School

Jan. 1999 – Dec. 2003

Sijil Pelajaran Malaysia (S.P.M.)  
Penilaian Menengah Rendah (P.M.R)  
Penang Chinese Girls' High School

#### **College**

May. 2004 - May. 2006

**Diploma in Business Studies (Accounting)**  
Tunku Abdul Rahman College, Penang  
Major: Accounting

June 2006 – June 2009

**ACCA (Part Time Study)**  
PTPL College, Penang  
Awarded with ACCA certificate: Part 1  
Papers Exempted: F1 to F5  
Exam: Fundamentals F6-F9 & Professional P1-P3

### EMPLOYMENT HISTORY

Apr 2013 – Current

**Assistant GL Processor**

Wilmar GBS Sdn Bhd, Penang

Industry : Consumer goods, Shared Service

### Duties & Responsibilities

- Pioneer team of management services.
- Training and knowledge transfer to the team on the industry operation process and Continuous improvement on the monthly process and KPIs.
- Financial analysis and costing accuracy training
- Oversee the processing, reporting, transactions, re-evaluations and closing process for all general accounting matters including ledger postings, inter-company transactions, fixed asset accounting
- Ensure team members have the appropriate skills, supporting tools and technologies to enable them to deliver excellent customer service
- Develop and manage GL team goals, work schedules and activities, back up procedures and staffing requirements to ensure coverage at all times
- Work with GL team and GL Process Manager(s) to identify opportunities for continuous process improvement / innovate solutions / system enhancements related to the GL function
- Ensure current processes, operations, systems, databases and information security are up to date and comply with proper accounting and legal principles/policies/procedures, including GAAP and others
- Work with Transition team to ensure the successful transfer of activities for service countries, for instance process documentation, knowledge transfer, job shadowing and training delivery to up skill new hires
- Ensure that service levels and targets are met as per Service Level Agreements and closing timeliness
- Perform problem tracking and ensure that issues are escalated in a timely manner and properly documented, prioritized, tracked, and resolved

Apr 2012 – Nov 2012

### **Senior Finance Executive**

RSM Robert Teo, Kuan & Co., Kuala Lumpur  
(World Big 6 Accounting & Consulting firm)

Industry : Audit, Tax, Consulting & Outsourcing  
Placement services

Website : [www.rsmi.com.my](http://www.rsmi.com.my)

### Duties & Responsibilities

- Outsourcing Project : Usaha Tegas Group Holdings Bhd(Group of Astro, Maxis Holding & Binariang Berhad - Mr.Ananda Krishnan)
- Preparing and maintaining monthly/year end UTSB Group and subsidiaries audit schedule, consolidation stat account, financial and management account, quarter board paper and Group Financial report.
- Prepare and maintain timely and accurately a full set of account for UTSB's subsidiary.
- Check in detail of accounts posted and prepare Journal Voucher for posting of reclassification or reversal of the transactions.
- Perform reconciliation inter-company balances of within UTSB Group.
- Knowledgeable and experienced on SAP

Sept. 2010 – 31 Mar 2012

**Finance Coordinator  
(Finance, Admin, HR & Specialist Analyst)**

Nord Anglia Middle East Holdings SPC, Kuala Lumpur, Malaysia

Industry: Education, Government consultancy and Advisory

Website : [www.nordanglia.com](http://www.nordanglia.com)

Duties & Responsibilities

- To provide support to the Financial Controller in the financial planning and management of Malaysian operations and also to support the School Finance Lead in delivering sustainable processes and procedures to the individual Trust Schools.
- Reporting to Khazanah Bhd, Malaysia Minister of Education government department, UK head office, Abu Dhabi Middle East Head office, Hong Kong head office - Consulting Malaysia 10<sup>th</sup> Government plans on education projects.
- Reporting of the Group bank account balances to the heads of finance
- Responsible for supervision and maintenance of financial accounting and cost accounting functions of the Company including implementing the relevant policies, assisting in developing, improving the required system and procedure to ensure systematic collection of information for consistent presentation of results and assisting in monitoring, improving internal control system.

- Oversee the Malaysia region group finance cash flow forecasting
- Prepare management accounts, month end closing report, budget & forecast report and review the financial statement
- Bank mandate & account management including regular liaison with banks
- Familiarity with banking process, online banking & bank procedures
- Double entry booking skills, handling operation accounting in accounts payable, receivable, general ledger, fixed assets, inter-companies
- Liaison with auditors, tax consultant, company secretary Head Office petty cash management
- Manage group insurance, car rental, hotels portfolio
- Handling payroll, staff allowance/deductions and taxes matters
- Providing a supporting role to the School Finance Lead in their structuring and delivery of financial processes and procedures to schools and any other related project work
- Highly IT literate, competent in all Microsoft packages especially Microsoft Excel
- Professional attitude, committed to hitting deadlines set within the team, flexible and ability to adjust to changes in the working environment

June. 2006 – June. 2010  
Duration: 4 years

**Assistant Treasury**  
**(Internal Audit & Specialist Analyst)**  
(Same Company, Multitasking job)

TWM Resources Sdn Bhd, Penang, Malaysia  
(Formerly known as RGB Sdn Bhd / Dreamgate Bhd)

Industry: Entertainment-gaming/slot machines, Lounge & Restaurant, Health care & Fitness, Leasing Properties, Sports/Flying/Swimming/Golf/Turf club

Duties & Responsibilities

- Ensure the compliance & assurance of Event Operating Procedures.
- Audit & analyses the operations outlets sales on weekly basis and submit the reports to management of Head Office.
- Monitor the company's financial management, costing and cash flow requirements.
- To ensure effectiveness in debt collection for our business.

- Managing and monitoring of account receivables, payables & cash flow.
- Perform and witness outlets daily sales collection.
- Handling and safeguarding the outlets sales and cash flow.
- Ensure timely closing of monthly and quarterly management accounts and reports.
- To liaise with other Club Managers.
- Supervise and train Treasury Personnel.

Oct. 2006 – June. 2010  
Duration: 4 years

**Assistant Accounts**  
(Same Company, Multitasking job)

TWM Resources Sdn Bhd, Penang, Malaysia  
(Formerly known as RGB Sdn Bhd / Dreamgate Bhd)

Duties & Responsibilities

- Assist in handling deferred tax.
- Assist to prepare tax computation and quarter reports.
- Handling full set accounts: accounts payable/receivable; accurately process, track and manage payments.
- Responsible for maintaining general ledger, journal entries and month end accounts closing and preparation of monthly final accounts.
- Responsible for treasury/bank matters, including review Cash-flow forecast and requirements.
- Perform analysis on management accounts.
- Performs monthly stock take.
- Handle general, properties and fitness center accounts.
- Prepare audit report.
- To prepare full set of financial statements and tax reports.
- Assist in general accounting function and duties as deemed fit by the Management.
- Ensure all documents are filed accordingly and assist in any ad-hoc assignments as and when required.
- Accounting skills: SAP, OPS, Biztrak, VPS, MYOB

COMPUTING SKILLS

**Well-versed with Computer Applications**

- SAP Accounting Software
- Readsoft PDAP
- JDE Edwards
- EMAS Accounting Software
- UBS Accounting Software
- Biztrak Accounting Software

- OPS Accounting Software
- VPS Accounting Software
- Quickbook Accounting Software
- MYOB Accounting Certificate(LCCI)
- Microsoft Power Point
- Microsoft One Note
- Microsoft Word
- Microsoft Excel

## **COMMUNICATION SKILLS**

### **Languages (Well in Written & Spoken)**

- English
- Chinese (Including Mandarin, Hokkien and Cantonese)
- Malay

## **AWARDS & ACHIEVEMENT**

- President Badge, The 2nd Highest Awards in Senior Section, The Boys' Brigade in Malaysia
- Gold Awards, The Highest Awards in Junior Section, The Boys' Brigade in Malaysia
- Champion: History Sketch Competition and Cleanliness & Beautification Competition
- Champion team: Survivor Camp 2006
- Champion: Best Costume Design in 17th Pesta Kuala Lumpur, The Boys' Brigade in Malaysia
- 2nd Runner Up: Netball Team in 17th Pesta Kuala Lumpur, The Boys' Brigade in Malaysia
- 2nd Runner Up: Sport Carnival Extreme Challenge
- Camp organizer/committee in 19th BB Pesta Penang, The Boys' Brigade in Malaysia

## **CURRICULAR ACTIVITY**

### **The Boys' Brigade in Malaysia**

- Penang State Council Lieutenant Officer
- Vice President of 14<sup>th</sup> Penang Company Officers Council 2009
- Experienced in Positions Below : Vice President, Secretary, Treasury, Equipments Master & Editor of Non Commissioned Officers Council
- Experienced in Ranking Below : Warrant Officer, Primer, Staff Sergeant, Sergeant, Corporal, Lance Corporal

### **Tunku Abdul Rahman College**

- Vice President & Committee of Christian Fellowship Society (CF)
- Vice President of Student Welfare Society (SWC)
- Vice President of Tunku Abdul Rahman College Orientation Week (SWC)
- Vice President of Tunku Abdul Rahman College Prom Nite (SWC)

#### Penang Chinese Girls' High School

- Board of Committee, Assistant Quarter Master & Assistant Treasurer of Christian Fellowship Society
- Graduation Magazine Committee
- Member of Environmental Cadet Corporation
- Member of Science Garden & Environmental Club
- Member of Consumer Club
- Member of Interact Club
- Member of Basketball Club

#### COMMUNITY INVOLVEMENT

- Involved in drill & band performance during National Day on the 'Majlis Pembarisan Dan Perarakan Sempena Hari Kebangsaan Peringkat Kemerdekaan Peringkat Negeri Pulau Pinang'.
- Involved in Hari Belia dan Tahun Sukarelawan Antarabangsa Peringkat Negeri Pulau Pinang, Penang State Christmas Parade & Love Walk.
- Actively participate and served the community in the activity organized by non-profitable organization e.g. Lion club, Penang Christian charity events, donation, helps in orphan home, collect old newspaper, old clothes and aluminium tin for charity fund.

#### STRENGTH

Leadership charisma

Responsible

Honest

Initiative

Efficient

Fast-learner

High commitment

Good Interpersonal skills

Dynamic team player

Creative, innovative and resourceful

Outgoing, willing to travel

Sociable

#### OTHER INTERESTS

- Sport
  - Badminton, Basketball, Table Tennis, Volley Ball, Baseball, Hiking, Gymnastic, Fishing, Cycling, Fitness, Yoga, Canoe, Floorball, Frisbee
- Camp
  - Participate in Tunku Abdul Rahman College Survivor Camp 2006.  
Prize : Overall Champion Awards – 2006
  - BB Pesta 2006, University Malaya KL
  - BB Pesta 2003, Melacca
  - BB Pesta 2000, Sitiawan, Perak
  - Officers' Training Camp Course, Penang
  - Non Commissioned Officers Training Camp, Ipoh
  - Training camp at Youth Park, Batu Feringghi, Penang Hill, Pantai Keracut, Teluk Pahang

## **REFEREES**

### **Mr Tan Jing Kuan**

Commercial & Financial Controller

Nord Anglia Middle East Holdings SPC

A-28-02, Menara UOA Bangsar, Jalan Bangsar Utama,  
59000 Bangsar, Kuala Lumpur.

Contact : +60 3 2119 0000

### **Mr. Pang Sew Khee / Miss Linda Chong**

Accounts Manager / General Manager

TWM Resources Sdn Bhd

(Formerly known as RGB Sdn Bhd / Dreamgate Bhd)

19<sup>th</sup> Floor, Hotel Royal Penang, Office Tower,

No. 3, Jalan Larut,

10050 Penang.

Contact : +60 4 226 6288/ 226 3288

### **Pastor Joshua Wan / Pastor Nancy So**

Honorary Captain & Chaplain

14<sup>th</sup> Penang Company

The Boys' Brigade in Malaysia

2-7-19, Harbour Trade Centre,

Gat Lebuhr Macallum, 10300 Penang.

Contact: +60 16 411 3011/ +60 16 422 4526