



Soo Leng Ng

Account Executive at TBM Technology Sdn Bhd

Expected Salary :
MYR 3,000

Experience 9 years

Previous Account Officer
Axis Incorporation Bhd

Education LCCI
Diploma, Finance/ Accountancy (2005)

Nationality Malaysia

(+60) 016-7916562

ngsl.87@gmail.com

26 years old

Experience

Dec 2009 - Present
(4 years 2 months)

Account Executive TBM Technology Sdn Bhd

Monthly Salary MYR 2,400

1. Accounting Entry
2. Petty Cash
3. Provides timely analysis of weekly sales
4. Updates company cash flow statement, checking bank balances & statements and reconciliation
5. Prepares cheque and postings of payment to suppliers, creditors
6. Handle accounts payable & reconciliations
7. Handling supplier and business queries relating to payables
8. Issue Debit Note & Credit Note
9. Prepare documents/ information for audit and tax-related matters
10. Handle monthly bank reconciliation, inter-company and creditors accounts balances.
11. To perform month end closing and preparation of management report
12. Liaise with bankers & other secretarial matter
13. Follow up on AR payment status & prepare monthly statement of account for debtors
14. Prepare Stock take
15. Prepare International Investment Position (IIP) Report for Bank Negara

Oct 2007 - Nov 2009
(2 years 1 month)

Account Officer Axis Incorporation Bhd

Monthly Salary MYR 2,000

- * Prepare the full set of accounts
- * Maintain Petty Cash
- * Provides timely analysis of weekly and monthly sales reports
- * Monitor and updates company cash position, doing monthly reconciliation between the bank accounts and statement.
- * Prepares cheques and remittance suppliers
- * Handle accounts payable & reconciliations on creditors
- * Handling accounts receivable & prepare monthly statement
- * Responsible to answer supplier and business queries
- * Issue Debit Note & Credit Note
- * Prepare documents/ information for audit and tax-related matters
- * Handle monthly reconciliation on debtors, creditor and inter-company balances.
- * Maintain and update the trade facilities utilization
- * Prepare trade related document submission, such as LC (import & export), BA, DP & DA

May 2007 - Sep 2007
(4 months)

Admin & Account Clerk AIA (American International Assurance)

Monthly Salary MYR 1,100

- * Maintain Petty Cash
- * Preparation of claim for the manager
- * Prepares cheques
- * Maintain the Inventory records on Stationery
- * General and administrative works

Oct 2006 - Apr 2007
(6 months)

Audit Assistant

CT Kuan & Co.

Monthly Salary MYR 1,000

- * Assisting on auditing
- * Preparing on tax returns for companies
- * Preparing the invoices for clients
- * General and administrative works

Apr 2006 - Jul 2006
(3 months)

Tax Assistant

T.J Wang & Company

Monthly Salary MYR 800

- * Preparing the tax returns for companies
- * Preparing the tax computation
- * Preparing the letter for customer
- * General and administrative works

Education

2005

LCCI
Diploma in Finance/Accountancy/Banking | Malaysia

Skills

Advanced

Accounting Skills, Accounts Payable, Accounts Receivable, Accounting Software - UBS, Banking And Finance, Administration Work

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written	Relevant Certificates
Chinese	10	10	-
Bahasa Malaysia	8	8	-
English	6	6	-

Additional Info

Expected Salary MYR 3,000
Preferred Work Location Johor

About Me

Telephone Number (+60) 016-7916562
Address Malaysia

