



Abdul Hazman Zolkefeli

Management Accountant at Schlumberger Business Support Sdn Bhd

Experience	4 years	N	(+60) 0124770003
Previous	Management Accountant Schlumberger Business Support Sdn Bhd	m	hazman86@gmail.com
Education	Management and Science University (MSU) Bach Degree, Finance/ Accountancy (2009)	P	28 years old
PR	Malaysia		

Experience

Nov 2012 – Dec 2013
(1 year 1 month)

Management Accountant

Schlumberger Business Support Sdn Bhd | Selangor, Malaysia

Monthly Salary MYR 5,800

Responsibilities:

- 1) preparing reports, budgets, commentaries and financial statements
- 2) liaising with managerial staff and other colleagues
- 3) controlling income and expenditure
- 4) Providing information for audits

Experiences:

- 1) Reported on variances in quarterly costing reports.
- 2) Prepared monthly company accounts and reports.
- 3) Managed payroll function for 90 employees

Dec 2009 - Aug 2012
(2 years 8 months)

Senior Associate 1

Ernst & Young | Johor, Malaysia

Monthly Salary MYR 4,200

RESPONSIBILITIES:

- 1) To lead the audit team in the filed work and ensure that the work will be completed within the time line
- 2) To obtain info and evidence, summarized and conclude the effect toward the presentation of the financial statement.
- 3) To manage the available resources given at full utilization
- 4) To assist and advice client in preparing the account accordance with the applicable accounting standard in Malaysia.
- 5) To assist client in preparing the disclosure required in applicable accounting standard account, especially the taxation and deferred taxation disclosure

EXPERIENCES GAINED

- 1) Prepare and/or review monthly, quarterly and annual financial statement in time.
- 2) Prepare corporate tax estimates.
- 3) Ensure statutory compliance on matters relating to Companies Act, taxation, and MFRS.
- 4) Perform account data entry and reconciliations.
- 5) Team player, high level work commitment, organizational, good interpersonal skills, communication skills, and analytical thinking.

Education

2009

Management and Science University (MSU)

Bachelor's Degree in Finance/Accountancy/Banking | Malaysia

Grade Grade B/2nd Class Upper

Skills

- 1) Microsoft Office 2000, 2003 and 2007 (Word, PowerPoint, & Excel)
- 2) Accounting User Business System (UBS)
- 3) Familiar with MFRS 111 : constructions contracts
- 4) Familiar with MFRS 112 : Income Tax
- 5) Familiar with MFRS 116 : Property plant and equipment
- 6) Familiar with MFRS 117 : Lease
- 7) Familiar with MFRS 140 : Investment property

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written	Relevant Certificates
Bahasa Malaysia	8	6	-
English	5	5	-

Additional Info

Expected Salary MYR 8,000 (Negotiable)

Preferred Work Location Anywhere in Malaysia

Other Information

Objective: seeking a more challenging job where it is not just focusing on the financial and accounting perspective but also in management perspective so that I can gain more experience just not as an accountant but also as a manager.

Strengths:

- 1) Possess a strong sense of responsibility, hands on management and ability to interact and communicate with people from all levels.
- 2) High self-confident, highly motivated, independent, able to give full commitment with the task given and have a high spirit to achieve the long and short-term goals.
- 3) Have the ability to work in a group as well as individually.
- 4) Have initiative, curiosity; am creative and analytical.
- 5) Strong research abilities and persistence.

Education Background

Highest Education:

Level : Bachelor's

(Hons) Field Of Study

: Accountancy

CGPA : 3.67

University : Management and Science University (MSU)

Graduation Date : October 2009

Others:

Level : Matriculation

Course : Accounting

Years : 2004

Result : 2.71

College : Kolej Shah Putera Kuantan

Pahang Graduation Date : April 2005

Level : Sijil Pelajaran Malaysia

(SPM) Course : Science and

accounting Result : Pass

School : Sekolah Menengah Kebangsaan A.C.S, Kg Koh,

Sitiawan Perak Graduation Date : November, 2003

References

Pauline Kok (Manager)

Ernst and Young

Level 23A, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, 50490 Kuala Lumpur, Malaysia Office: 603 7495 8000

Samantha Goh (Senior Associate 2)

Ernst and Young (Johor Bahru Branch)

No 2, Jalan Kuning 2, Taman Pelangi, 80400, Johor Bahru, Johor, Malaysia Office: 607-334 1740

Osamah Hassan Saif (Supervisor)

Schlumberger Business Support Sdn Bhd

Level 6, First Avenue, Bandar Utama 47800 Petaling Jaya, Selangor, Malaysia 603 7724 8688

Schlumberger Business Support Hub Sdn Bhd.
Level 6 & 7, 1 First Avenue
Bandar Utama
47800, Petaling Jaya
Selangor, Malaysia
Tel : (603) 77248688

Schlumberger

16th October 2012

Dear Abdul Hazman Zolkefeli,

LETTER OF OFFER

We are pleased to offer you a job with Schlumberger Business Support Hub Sdn Bhd effective 22nd October, 2012. The details of the position are as follows:-

Position	: Consolidation and Reporting Accountant (J.C 82110220)
Grade	: 8
Status	: Home Country Resident
Location	: Selangor
Category	: Support
Probation period	: 6 months
Annual base salary	: RM 54,000
Shift	: Asia / Middle East / Europe & Africa

All other benefits attached to this position are as outlined in the KL Financial Hub Malaysian Home Country manual.

You will be required to undergo a pre-employment medical examination by a medical practitioner appointed by the Company. This offer of employment with the Company is contingent upon you passing successfully this medical examination.

This offer is valid for 3 days from the date this letter is presented to you. Please indicate your acceptance to this offer by signing the section below. Upon receipt of your acceptance, we will prepare a formal Letter of Employment for your signature at our office. Do not hesitate to contact us if you require further information.


We look forward to seeing you onboard soon.

Yours sincerely,

Souhila Loucif
KL Financial Hub – Personnel Manager
Schlumberger



I accept the offer for the position of Consolidation and Reporting Accountant with Schlumberger Business Support Hub Sdn Bhd and will be available to start work on 29/10/12


Name: Abdul Hazman Zolkefeli
Date: 16/10/12



Ernst & Young

AF : 0039

Suite 11.2, Level 11

Menara Pelangi

2, Jalan Kuning

Taman Pelangi

80400 Johor Bahru

Johor Darul Ta'zim, Malaysia

Tel : +607 334 1740

Fax : +607 334 1749

www.ey.com

Abdul Hazman Bin Zolkefeli
c/o Ernst & Young
Assurance
Johor Bahru

30 September 2011

Dear Abdul Hazman

We wish to formally congratulate you on your promotion to **Senior 1** with effect from 1 October 2011. With the promotion, your salary, inclusive of allowance, will be increased to **RM4,200.00** per month. This promotion represents a significant milestone in your career with our practice and would involve you having new responsibilities, challenges and rewards.

We thank you for your contribution to-date and look forward to your continued support and career development.

Yours sincerely


Wun Mow Sang
Partner

NAME : ABDUL HAZMAN BIN ZOLKEFELI
 I/C NO. : 860822-38-5123
 MATRIC NO. : 012005051003
 CITIZENSHIP : MALAYSIAN
 GENDER : MALE
 ADDRESS : NO 67, TAMAN KIARA
 BATU 6, LEKIR
 32000 SITIAWAN
 PERAK
 MALAYSIA

PROGRAMME : BACHELOR IN ACCOUNTANCY (HONOURS)
 FACULTY : FACULTY OF BUSINESS MANAGEMENT AND PROFESSIONAL
 STUDIES
 INTAKE : MAY 2005
 RESULT : COMPLETED
 FINAL CGPA : 3.67

CODE	SUBJECT	CREDIT	STATUS	GRADE
SEMESTER 1 - 200505 / 200511				
DTU0013	COMMUNICATIVE ENGLISH	3	N	B-
DTU0043	CO-CURRICULUM	3	N	B+
DTU0072	CRITICAL THINKING	2	N	B-
DEC1013	MICROECONOMICS	3	N	A
DMG1013	PRINCIPLES AND PRACTICES OF MANAGEMENT	3	N	A
DMK1013	PRINCIPLES OF MARKETING	3	N	A-
DTU0663	ENTREPRENEURSHIP	3	N	A
SMT1093	BUSINESS MATHEMATICS	3	N	A
GPA : 3.58 CGPA : 3.58 RESULT : PASS				

SEMESTER 2 - 200603 / 200605				
DTU1153	MALAYSIAN STUDIES	3	N	B+
DTU1203	ISLAMIC STUDIES	3	N	B+
DAC1013	PRINCIPLES OF ACCOUNTING	3	N	A
DEC1023	MACROECONOMICS	3	N	A
DFN1013	PRINCIPLES OF FINANCE	3	N	A
DTU0033	MANDARIN	3	N	A-
SMT1053	BUSINESS STATISTICS	3	N	A
GPA : 3.76 CGPA : 3.67 RESULT : PASS				

SEMESTER 3 - 200611				
DAC2063	FINANCIAL ACCOUNTING AND REPORTING I	3	N	A
DFN2013	FINANCIAL MANAGEMENT	3	N	A
DLW2013	COMMERCIAL LAW	3	N	A-
DMG2073	MANAGEMENT INFORMATION SYSTEM	3	N	A
DMG2153	INTERNATIONAL BUSINESS MANAGEMENT	3	N	A
DTU0672	LEADERSHIP	2	N	A
GPA : 3.94 CGPA : 3.74 RESULT : PASS				

SEMESTER 4 - 200703 / 200705				
DHR2023	ORGANISATIONAL BEHAVIOUR	3	N	A-
DLW2063	COMPANY LAW	3	N	B
DAC2073	FINANCIAL ACCOUNTING AND REPORTING II	3	N	A
DAC2083	COST ACCOUNTING I	3	N	A
DAC2093	AUDIT I	3	N	A
DAC2104	ACCOUNTING INFORMATION SYSTEM	4	N	B+
DMG2043	ELEMENTARY DECISION SCIENCE	3	N	A
GPA : 3.70 CGPA : 3.73 RESULT : PASS				

CONTINUED...

CODE	SUBJECT	CREDIT	STATUS	GRADE
SEMESTER 5 - 200711				
DAC3023	COST ACCOUNTING II	3	N	A
DAC3033	ADVANCED ACCOUNTING I	3	N	A-
DAC3053	AUDIT II	3	N	A-
DAC3063	TAXATION I	3	N	A
DAC3123	PUBLIC SECTOR ACCOUNTING	3	N	B+
GPA : 3.73 CGPA : 3.73 RESULT : PASS				


SEMESTER 6 - 200803 / 200805				
DMG2023	RISK MANAGEMENT	3	N	A
DTU0642	CAREER IN BUSINESS MANAGEMENT	2	N	A
DAC3043	ADVANCED ACCOUNTING II	3	N	A-
DAC3073	TAXATION II	3	N	A-
DAC3103	MANAGERIAL ACCOUNTING	3	N	A
DBS2013	BUSINESS COMMUNICATION	3	N	C+
GPA : 3.59 CGPA : 3.71 RESULT : PASS				

SEMESTER 7 - 200811 / 200905				
DRS3016	INDUSTRIAL TRAINING	6	N	A-
DAC3093	THEORIES OF ACCOUNTING	3	N	A-
DBS4013	BUSINESS ETHICS	3	N	B+
DMG2033	STRATEGIC MANAGEMENT	3	N	B-
GPA : 3.40 CGPA : 3.67 RESULT : PASS				

TOTAL CREDIT HOURS REGISTERED : 130
 TOTAL CREDIT HOURS EXEMPTED : NIL
 TOTAL CREDIT HOURS OVERALL : 130

REMARKS:
 THE ABOVE STUDENT HAS FULFILLED ALL THE UNIVERSITY REQUIREMENTS TO BE AWARDED WITH BACHELOR IN ACCOUNTANCY (HONOURS)

ENDORSED BY UNIVERSITY SENATE ON 17 NOVEMBER 2009


 REGISTRAR

