

ARUNA d/o MUNIANDY

2205 Block B Pangsapuri Ridzuan
JLN PJS 10/1 (NO 3)
Bandar Sri Subang Jaya Selangor.
(M) 010-2188255

aruna_0608@yahoo.com



Personal Particulars :

Age : 25
Date of Birth : 06 August 1988
Nationality : Malaysian
Gender : Female
Race : Indian
Marital Status : Single
Passport Info : 880806-08-5268
Permanent Residence : Malaysia

Education:

Bachelor in Accounting (Hons)

Field of Study : Accounting
Major : Accounting and Finance
Institute/University : University Tun Abdul Razak
Year : July 2008 – January 2012

Pre u/STPM

Field of study : Sijil Tinggi Persekolahan Malaysia
Institute/ university : SMK Ahmad Boestamam, Perak
Year : 2006-2007

Secondary School (SPM)

Field of Study : Sijil Pelajaran Malaysia
Institute/University : SMK TOK PERDANA, Perak
Year : 2004 – 2005

ARUNA d/o MUNIANDY

WORKING EXPERIENCE:

Malaysian AIDS Council / Malaysian AIDS Foundation

- **Industry/sector – Non- Profit Organization (NGO)**
- **Finance Executive –Global Fund Project**
- **MYR 2,610 (Basic + COLA + Other Allowance)**
- **Job Responsibilities – Prepared Full Set Of Account**

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AP – Issue all kind of payments (PO’S (party organization) utilities/creditor/claims), key in supplier invoices, creditor reconciliation, filling, etc.

AR – Grant receive from government (MOH, Global Fund & External Funds), General Donation and Contribution from public

GL- Journals, accruals, adjustment, provision, posting of entries of accounting system etc.

Others – Prepare full set of account for (MOH & KPWKM Grants) Monthly bank reconciliation/cash book, P&L, Balance Sheet, liaise with Investment agency (Kenanga, Maybank, UOB)

Add: Assist in other ad-hoc assignment, budget required by Senior Executives/Manager (currently preparing Budget for Phase 2)

Qualitas Medical Group

- **Industry: Medical Service**
- **Account Assistance**
- **Duration-10.01.13-31.09.13**
- **MYR 1800 (Basic)**
- **Job Responsibilities-Prepared full set of Account for a Pharmacy,two Clinics,Education Malaysian Global Service(EMGS)**

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1.Qualitas Pharma-Drugs supplies for all clinics of Qualitas

AP- Prepared payments for vendors (drugs suppliers), responsible for accurate and timely payment of all suppliers invoices.

AR-Receivable from all Qualitas's Interco, Affiliate and associate clinics.SOA after closing

GP- Prepared General payment utilities, assets, payroll, etc.

Others: Prepared Full set of account. bank reconciliation, update FA schedule, balance sheet schedule monthly basis.Cash flow statement Weekly Basis. Review the profit and loss account with Operation Managers after end-of-month closing.

2.Surplus Mode Sdn Bhd & Towards Growth Sdn Bhd

AP- Prepared vendors payment for both clinics (vendors-Qualitas Pharma and outside purchase).

AR- Receivable from companies and MCO's (PM Care, ING, Comm pumped and etc.)

GP- Prepared General payment utilities, assets, payroll, etc.

GR-General receipts from daily sales from clinics,

Others: Prepared Full set of account. bank reconciliation, update FA schedule, balance sheet schedule monthly basis.Cash flow statement Weekly Basis. Review the profit and loss account with Operation Managers after end-of-month closing.

3.Qualitas Healthcare Corporation (EMGS)

AP- Prepared Payment accordingly for all providers, associate, affiliates clinics and Qualitas Clinics (each clinic have different payment methods). Other than clinics there is, Virtual 88(IT service), Clinic Path (lab),Daya X-ray (diagnosis center).

AR- Receivable from Education Malaysian Global Service(EMGS)

GR- Registrations Fee of Clinics

Qualitas Medical Group

- **Industry: Medical Service**
- **Credit Controller**
- **Duration-10.10.12-09.01.13**
- **MYR 1500 (Basic)**
- **Job Responsibilities** -As credit controller, I' am responsible to control the account receivable by calling the customer and chase for the payments. Apart than that, I' am also assigned to do reconciliation for all the MCO's.

K.H Tan & Associates

- **Industry: Audit Firm**
 - **Audit Assistance(intern student)**
 - **Duration-1.03.12-31.05.22**
 - **Job Responsibilities** - My task is to evaluate firms' operating controls and policies, financial reporting mechanisms, adherence to regulatory guidelines and key business indicators and follow up with segments' heads where control weaknesses are noted to gauge progress in remediation.
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SKILLS:

- **UBS Accounting System**
- **Proficiency in Microsoft Office, Excel and Power Point**

EXECUTIVE SUMMARY

- **To seek a position that offers the opportunity to contribute and expand my skills, knowledge and enhance my managerial ability.**
- **To deploy and develop my skills as well as achieving company's goals,mission and vision especially in accounting administration.**
- **Can work under pressure condition with ability to face it calmy**
- **Good team work and sense of responsibility**
- **Good interpersonal skills , Highly organized ,with good attention to detail and follow-through.**

ARUNA d/o MUNIANDY

Reason for Leaving

- **Contractual Basis (6 months)**
- **To expand skills, knowledge, and growth in career ability**
- **To learn and enhance experience in new industry/listed company**

SPOKEN: Malay, English and Tamil

WRITTEN: English, Malay

REFEREES

Mr. Nicholas

Relationship : Manager

Position : Finance Manager of Qualitas Medical Group

Telephone : 03-7964 6363