

PROFESSIONAL EXPERIENCE

Company Name : Timbertech Sdn Bhd
Position : Assistant Finance Manager
Period : Mar 2013 - Present (2014)

Detail Duties and Responsibilities

- Check the monthly statement of Receivable & Payable
- Check the posting of entries to the Receivable and Payable Modules by using Accounting Software
- Check the posting of accounts to the General Ledger to ensure the correctness of entries before adjustment will be made if necessary.
- Prepare monthly AR & AP Aging Report
- Prepare monthly Financial Statements such as Balance Sheet, Profit and Loss Statement & Trial Balance.
- Prepare monthly Closing Stock Report
- Liaising with external auditors on all accounting issues regarding the year-end closing and audits.