

Resume Summary

Name as per IC: Ee Cui Wen Alias/Nick name: Angela
Address: No 4, Jalan Perkasa, Taman Terendak, Sungai Udang, 76300 Melaka.
Current Address: Block C-17-7, PV 3, Platinum Hill Condo, Jalan Melati Utama 3, Taman
Melati Utama, 53100 Kuala Lumpur.
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WORKING EXPERIENCES

AIA Berhad – HQ KL (Dec 2012 to current)

- Work as Payment associate, under Operations section - Finance department
- Handle all payment related transaction.
- Monitor and manage funding of bank accounts.
- Handle investigation/queries from internal and external customers
- Improve the workflow / recommend changes in reconciliation.
- Assist in ad-hoc projects assigned by the management.
- Liaise with bankers when needed.
- Liaise with auditors and monitor for yearly procedures.
- SAP systems.

Ad-Hoc:

- Special integration Project (AIA and Ex-ING)- Involvement of system SAP AP/AR module and related payments method for both AIA and Ex-ING.

Prym Consumer Malaysia Sdn Bhd – Nov 2010 to Dec 2012

- Work as officer in Finance and Accounts department.
- Handle day to day work related to all finance and accounts issues.
- Handle accounts payable, supplier processing, creditors' statement reconciliation, and etc.
- Ensure proper filing for all documents related to Company's financial and AP invoices as well.
- Review financial performance and monitor GL against budget.
- Ensure monthly reporting are accurately prepared on a timely basis
- Any other ad-hoc task and other related task within the department upon request by HOD from time to time.
- Perform internal report such as expenses analysis, monthly sales report and etc
- Liaise with banks, legal officer or governor statutory upon request such as Bank Negara Malaysia reports, statistic departments report, banking facilities and so on.
- Liaise with auditors and monitor for yearly procedures.
- SAP systems..

Genting Malaysia Berhad, Genting Highlands – May 2010 to August 2010

- Work as student trainee in Finance – Payroll department.
- Assisted the account executives in handling payroll processing with the use of SAP system. (it related to Private and Confidentiality)
- Responsible for data key in and filing as well.

Lwee Management Sdn. Bhd. (Kota Laksamana, Melaka.) – Dec 2006 to May 2007

- Responsible for managing different type of tax such as EA, BE and B.

EDUCATION

UNIVERSITY MALAYSIA SABAH

Bachelor Degree of Business, majoring in Financial Management and Banking (July 2007 – May 2010)

Cumulative Grade Point Average (CGPA): 3.46

Honors and Awards:

- Dean's Award (School of Business and Economics)
- ♣ Semester 2 for 2008/ 2009 – 3.54
- ♣ Semester 1 for 2009/ 2010 – 3.75
- ♣ Semester 2 for 2009/ 2010 – 3.91

Significant coursework: Foundation of Financial Management, Advanced Financial Management, Banking and Financial Institutions Law, Investment Analysis, Credit Management, Bank Management, Risk Management and Insurance, Money and Capital Market, Financial Economics 1 & 2, Monetary Economics, Offshore Financial Economics, Financial Economics Seminar.

Sekolah Menengah Kebangsaan Tinggi Melaka (MHS) - 2005 to 2006

Cumulative Grade Point Average (CGPA): 3.42

MUET: Band 3

Sekolah Menengah Kebangsaan Perempuan Methodist, Melaka (MGSS)

PASS

ACTIVITIES

2010-current Prym Consumer Malaysia Sdn Bhd

- As Safety committee of Environmental, Occupational, Safety and Health club.

2007-2009 University Malaysia Sabah

- AJK Unit Protocol Pesta Ang Pow UMS 2008.
- Participant in Talk on Micro-Inequities and Career Opportunity by Shell Berhad (2009)
- Participant in Orphan visiting - "Kempen Derma & Lawatan ke Rumah Anak Yatim Beringis, Papar". (2009)
- AJK Makanan for "Lawatan Sambil Belajar ke LOFSA – LABUAN". (2010)

SKILLS

- Computer: - Microsoft Office (Word, Excel, Power Point)
- Internet Application
- SAP system – FI module
- Language: Chinese (fluent), English (moderate), Bahasa Malaysia (moderate)
- Others: Piano lesson achievement, Guildhall School of Music and Drama – Grade 1 to Grade 8.

REFEREE

Name: Janice Tang Wei Meng

Tel: 017-3772379

Relationship: Ex-superior

Position: Ex-Finance Payment section manager (AIA BHD)

Current: AIA Share Services