


CANDIDATE PROFILE

Candidate Ref:	E11563	Photograph: (if any)	
Position Applied :	Accounts / Finance Executive		
Name:	Ms. Isabella Lee		
Age:	27 years old (5 December 1986)		
Gender:	Female		
Nationality:	Malaysian		
Marital Status:	Single		
Current Address:	Ulu Tiram, Johor		
Language Skills:	English, Bahasa & Mandarin		
Driving License:	Class D	Own Vehicle: Yes	
Highest Education:	Degree of Financial Economics		
Summary/			
Special Skills/	<ul style="list-style-type: none"> - 2.5 years of working experience in one factory 		
Remarks:	<ul style="list-style-type: none"> - Trained from basic book-keeping then explore to AR and currently concentrate in AP - Involved banking matters and Forex - User of MfgPro 		
Expected Salary:	RM 3,600 (nego)		
Availability:	1 months		

Isabella Lee

Objective : Seeking a position as an (junior) Account Executive where extensive experience will be gained and knowledge will be further developed and utilized.

PERSONAL DETAILS

Name : Lee
NRIC : 861205-23-xxxx
Gender : Female
Date of Birth : 05-12-1986
Age : 26
Home Telephone No :
Email :
Nationality : Malaysia
Race : Chinese
Religion : Christian
Marital status : Single
Availability : 1 month notice

EDUCATION BACKGROUND

2008 - 2010

Universiti Tunku Abdul Rahman
Bachelor of Economics (Hons.) Financial Economics
CGPA: 2.45
Second Class Lower

2006

Sijil Tinggi Persekolahan Malaysia (STPM)
1B+, 1B, 1B-, 1C+
Sekolah Menengah Kebangsaan Skudai,
Jalan Sri Skudai, 81300 JB, Johor

2004

Sijil Pelajaran Malaysia (SPM)
Sekolah Menengah Kebangsaan Sri Rahmat,
JKR 4868, Jalan Skudai, Tampoi, 81200,
Johor Bahru, Johor
2As 5Bs 4Cs

COMPUTER SKILLS:

1. MFGPRO ERP System
2. Microsoft Office Word and Excel
3. Microsoft PowerPoint

LANGUAGE

Language	Spoken	Written
English	Good	Good
Malay	Good	Good
Mandarin	Excellent	Excellent

WORK EXPERIENCE

February 2011- present

Assistant Accountant

<chemical industry> Sdn Bhd

Experiences gained:

1. Temporary Management Trainee
 - Updating company standard forms
 - General Ledger Code Mapping
 - Practise to do past year audit schedule with guidance of superior
2. Invoicing
 - Issuing customer invoice, debit and credit notes if any
 - Recharging to associate units,
 - Price references
 - Rebates for distributor
3. Reporting
 - Sales Report
 - Statistic Report
 - Stock provision
 - Final Rebates Report
4. Account Receivable
 - Updating customer payment
 - Account Receivable Reconciliation
5. Bank (HSBC, Maybank and Deutsche Bank)
 - Bank Reconciliation
 - Customer payment checking
 - Commitment fee checking /calculation
 - Cash Flow
 - Bank Negara Report
 - Bank Guarantee Report
 - In-house Bank payment checking and transfer (payment made from Associate units)
6. Forex Report
 - Update Forex contract and exchange rate
7. Account payable
 - Supplier payment schedule,
 - Online payment transfer (demand draft, DA acceptance and payment)
 - Account payable Reconciliation
 - Matching and supplier invoices entries, issuing supplier debit/ credit note if any
 - Provide GL code for purchase requisition

- Creditors reconciliation
- Factory report
- Accrual Report (Marine Insurance and Repair Maintenance)
- Withholding tax payment
- Open Purchase Order Report
- Goods in Transit for associate unit

8. Others

- Receiving for sundry invoices
- Salary reconciliation
- Tax schedule
- Direct Disbursement for administration

TRAINING ATTENDED

2012

Develop Effective Account Assistant (SMI Asia Australia)