

MOHD DAUD MOHD KAMARUDIN

PERSONAL DETAILS

Address : 23, Jalan SS1/25,
47300, Petaling Jaya,
Selangor, Malaysia

Telephone : +6 019 382 3899

Email : daud1978@yahoo.com

Age : 34

Marital Status : Married

Nationality : Malaysian

Availability : 2 Months Notice



CAREER SUMMARY

- An ASCPA and MIA Member.
 - Possess approximately 8 years experience in accounting, 1 year experience internal auditing and 1 year in corporate affairs.
 - Exposed to industries in Property Management, Property Development, Duty Free retail, Parking Management, Automotive Manufacturing, Hospitality, Shipping liner and logistic business.
 - Having the opportunity to work for a commercial company, Government link company (GLC) and Multi National Company (MNC).
 - Focused on quality and detail oriented.
 - Excellent communication abilities, leadership, interpersonal, organizational and computer skills.
 - Highly initiative and resourceful. Loves to work in groups as well as able to work independently.
 - Diligent, highly committed, responsible and accountable to assigned tasks.
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MOHD DAUD MOHD KAMARUDIN

EMPLOYMENT BACKGROUND

Company Name : **NOL Global Services Centre Sdn Bhd**, Kuala Lumpur
Function : Assistant Manager, Finance
Department : Finance
Date Joined : January 2013 to Present

POSITION OVERVIEW

1. Leading and monitoring for the knowledge transfer of Contract Logistic Service (CLS) in India.
2. Overseeing the knowledge transfer for CLS to ensure a smooth transition.
3. Overseeing, monitoring and stabilizing the CLS activities to ensure a smooth operation in Malaysia.
4. Assist in stabilizing U.A.E. and various Middle Eastern countries.
5. Monitoring, processing and leading the Accounts Payable for U.A.E. and various Middle Eastern countries.
6. Provide knowledge transfer for Accounts Payable for U.A.E. and various Middle Eastern countries.
7. Participating in ad hoc projects assigned as and when required.
8. Providing accounting support.

Company Name : **Malaysian Biotechnology Corporation Sdn Bhd**, Kuala Lumpur
Function : Executive
Department : Finance
Date Joined : July 2012 to December 2012

POSITION OVERVIEW

1. Providing accounting support.
2. Processing staff claims.
3. Performing monthly closing.
4. Prepare Balance Sheet reconciliation for General Ledger account and analysis.
5. Assisting in preparation for annual budget, forecast and financial statements.
6. Providing and Monitoring operations support.
7. Perform ad hoc projects assigned as and when required.

Company Name : **Atlan Holdings Berhad**, Kuala Lumpur
Function : Senior Executive
Department : Finance
Date Joined : February 2006 to June 2012

POSITION OVERVIEW

1. Providing accounting support.
Performing monthly closing and full set of accounts.
2. Preparing Balance sheet reconciliation for General Ledger account and analysis.

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EMPLOYMENT BACKGROUND (CONTD)

3. Preparing cost analysis and monitor miscellaneous transaction.
4. Coordinating with team member on audit related issue which includes internal and external audit.
5. Management Accounting, Reporting, Operation, Costing, Analysis and Credit Control Function.
6. Banking and cash flow planning.
7. Liaising and negotiating with bankers for interest rates fixed deposits/placements and upliftments of funds.
8. Process Invoices and other relevant documents for billings purposes.
9. Monitoring and reviewing the credit control of the companies, recommending and implementing improvements where relevant.
10. Assisting in the Account Payable and new projects to ensure that sufficient funds are available to meet the potential commitment.
11. Liaising with developers, auditors, tax agents, company secretarial and bankers for the processing of progress claim, loan and trade facilities.
12. Preparing the annual budget, forecast and financial statements.
13. Providing and Monitoring operations support.
14. Participating in ad hoc projects assigned as and when required.

Company Name : Naluri Corporation Berhad, Kuala Lumpur
Function : Executive
Department : Assurance and Risk Assessment
Date Joined : March 2005 to February 2006

POSITION OVERVIEW

1. Identifying the weakness of the controls being emplaced to improve the current internal controls.
2. Executing audit assignments (varies from operational audits, financial audits etc) in accordance with the annual Audit Plan.
3. Drafting and finalization of audit assignments with recommendations for corrective actions and conducting follow-ups on corrective action plans.
4. Supporting the Head of Department during meetings with various levels of management after each audit assignments.
5. Assisting in preparing reports to the Audit Committee.
6. Performing ad-hoc assignments when required.

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Company Name : **Atlan Holdings Berhad**, Kuala Lumpur
Function : Executive
Department : Corporate Affairs
Date Joined : January 2004 to March 2005

POSITION OVERVIEW

1. Compile, review and monitor information and current status of the corporate exercise (due diligence, group restructuring etc).
2. Performing research on companies within multiple industries based on publicly available information.
3. Preparing reports and schedules that will be delivered to clients and other parties.
4. Attending pursuit meetings and preparing reports for the management committee.
5. Managing multiple engagements concurrently and meeting deadlines.
6. Prepare and monitor day to day office expenses.
7. Providing corporate support.

EDUCATIONAL BACKGROUND

CPA Australia

Highest Level of Education : CPA

Malaysian

Highest Level of Education : MIA

Edith Cowan University

Qualification : Degree
Field of study : Bachelor of Business Major in Accounting

University Business School Consortium, Australia Ltd

Qualification : Diploma
Field of study : Business Management

RSA

Qualification : Diploma
Field of study : Business

London Chamber of Commerce Industry (LCCI)

Qualification : Diploma
Field of study : Accounting

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EDUCATIONAL BACKGROUND (CONTD)

London Chamber of Commerce Industry (LCCI)

Qualification : **Certificate**

Field of study : **Book-keeping and Accounts**

ACHIEVEMENTS AND ACTIVITIES

March 2013 **NOL Global Services Centre Sdn Bhd**

- Emcee for NOL quarter lunch
- Volunteer in Jobstreet Career fair for Company

October 2012 **Malaysian Biotechnology Corporation Sdn Bhd, Kuala Lumpur**

- Treasurer Bio-Golf Challenge 2012

2004 – June 2012 **Atlan Holdings Berhad, Kuala Lumpur**

- OSHA committee
- Emcee for annual dinner committee & Sports day
- Company annual dinner committee

INTERESTS AND SOCIAL ACTIVITIES

- Reiki Practitioner
- Certified Hypnotherapist
- Sports: Basketball, Swimming & Rollerblading
- Music: Plays Piano & Drum

SKILLS AND COMPETENCIES

SKILL	PROFICIENCY
Microsoft Office	Excellent

ACCOUNTING PLATFORM	PROFICIENCY
Mainframe	Beginner
SAP Accounting System	Intermediate
Microsoft Windows GP	Beginner
WIZ Accounting System	Excellent
FACT Accounting System	Intermediate

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SKILLS AND COMPETENCIES (CONTD)

LANGUAGE	PROFICIENCY
English	Excellent
Bahasa Malaysia	Excellent

REFERENCES

Available upon request.