



EMILIANA MD NASIR

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Summary of Experiences

10 years experienced in handling full set account in various industry such as trading, services and engineering oil and gas. Almost 8 years experienced in Oil & Gas Industry. To manage the activities and employees of the finance department and to ensure the proper and timely funding need. To execute finance policies, procedures, system and strategies resulting in the effective financial and administrative management. To ensure effective utilization of funds and arranging for cash flow to meet the expected financial objective.

Working experiences

Duration : January 2007 - present
Company : **Integrity Engineering Services Sdn Bhd**
Position : Assistant Manager (Finance/Admin/HR)
Industry : Oil and Gas (Engineering Services)
Duties and responsibilities

Finance & Account

- Responsible for the day to day accounting duties and work efficiency of the department.
- Ensure compliance, maintenance and continuous improvement all financial aspects.
- To Liaise with external parties e.g Auditors, Tax Agent, Bankers Statutory Bodies, Secretary Company and Solicitors.
- To manage and finalize with bankers on new and current banking facilities on funding requirement at attractive rate.
- To coordinate and preparing financial management accounting function including timely reporting, budgeting and cash flow projection.
- To control and monitor inter company transaction and balances.
- Liaise with project engineer and project team to ensure status progress of project for preparing the project account and project closing. To ensure the progress project is inline with the milestone for claim issue. Project involved e.g EPCC Project Instep-UDTP Petronas, TEG, Tangga Barat, D1 Cluster Angsi CAO, etc.
- Monitoring the Finance department in term of maintaining account payable, control and update invoice from vendor and preparing report of payable ageing monthly by project basis.

- Maintaining account Receivable, preparing receivable ageing monthly and credit control.
- Coach and supervise subordinates in achieving the department objective

Administration

Monitoring and Control the Admin department such as office administration

Human Resource

Monitoring the HR department such as budgeting for training, monthly payroll, compensation and benefits, staff welfare, recruitment and selection

Duration : July 2004 – December 2006
 Company : **Focus Learning Consulting Sdn Bhd**
 Position : Account & Finance Executive
 Industry : Consultancy & Training
 Duties and responsibilities

- Handling full set of account by using UBS System
- Monitor and maintaining account payable, control and update invoice from vendor, preparing receipt for vendor & preparing report of payable ageing every end of month.
- Monitoring and maintaining account receivable, prepare invoices to client, involve in credit control, prepared & update daily report for debtor ageing by individual customer according to daily collection report.
- Monitoring and maintaining cash flow & handling petty cash. Also handling company tax, PCB for Staff, EPF, SOCSO and Payroll.
- Involve in preparing Financial Report, P&L, Balance Sheet, Bank Reconciliation and monitoring Cash Flow Budgeting for each month.

Duration : November 2003 – July 2004
 Company : Cardigan Guard Sdn Bhd
 Position : Account Assistant
 Industry : Security
 Duties and responsibilities

- Monitor and maintaining account payable, control and update invoice from vendor, preparing receipt for vendor & preparing report of payable ageing every end of month.
- Monitoring and maintaining account receivable, prepare invoices to client, credit note and debit note, involve in credit control, prepared & update daily report for debtor ageing by individual customer according to daily collection report. Also prepare monthly report on status of account receivable which pays by Affin Bank Factoring.

Profiles	Date of Birth : 20-02-1979 Gender : Female Age : 35 Marital Status : Married Nationality : Malaysian Driving License : D Class
Academic Qualifications	Level : Degree in Accounting (Honours) Major : Accountancy Name of Inst. : University Utara Malaysia (UUM) Level : Diploma in Technology Management (Accountancy) Major : Accountancy Name of Inst. : University Technology Malaysia (UTM) Level : Sijil Pelajaran Malaysia (SPM) Grade : Grade 2 Field of Study : Science Location : Malaysia Name of School : Sekolah Menengah Dato Onn, Batu Pahat
Professional Affiliation	Achieved required professional affiliation from the Malaysian Institute of Accountant. (MIA 31600)
Personal Strengths	I consider myself as reliable, enthusiastic and willing to learn new thing. My current job required a good interpersonal skill as well as teamwork. Be able to work independently, co-operate and communicate at all level in organization.
Computer Skills/Software	Microsoft Office (Word, Excel and Power points). Knowledge of computerized Accounting Syatems (UBS & MYOB).
Language Proficiency	Bahasa Malaysia and English
Availability and Expected Salary	Expected Monthly Salary : TBA (Negotiable) Availability : 2 month notice
Reference	1. Name : Faezah Zakaria Head of Design and Drafting, Integrity Engineering Services Sdn Bhd Tel : 013-3522966 (Mobile) 2. Name : Ahmad Jahidin Bin Abu Bakar Lead Instrument Designer Technip Malaysia Sdn Bhd, Tel : 013-3533965 (Mobile)