



Yap Chong Guan

No.5, Lorong SS 7/17D, Taman Sri Kelana, Petaling Jaya, 47301, Selangor, Malaysia
Email:cgyap8@yahoo.com Tel:- 016-2892398(Mobile)

Resume Summary

Current Position : Finance Manager in Petra Fabricators Sdn Bhd (2011 - Present)
Current Specialization : Finance - General/Cost Accounting
Highest Education : Bachelor's Degree of Economics (Financial Economics)
Years of Experiences : 22
Expected Salary : MYR10,500.00

Employment History

2011 - Present

1. Petra Fabricators Sdn Bhd (A subsidiary of PETRA ENERGY BHD)

Position Title (Level) : Finance Manager
Specialization : Finance - General/Cost Accounting
Role : Financial Accounting & Reporting
Industry : Oil / Gas / Petroleum
Work Description :

- Overall responsible for the day to day operations in Finance Department, preparation of financial forecast and budget, fund management, credit control and periodic financial reporting.
- Ensure accuracy, completeness & timeliness of monthly financial statements.
 - Review and approve journal vouchers, Debit Notes and official receipts.
 - Lead in preparing, checking & compilation of Annual Budgets.
 - Preparation of projected financial statements upon instruction from holding company.
 - Monitor placement of excess fund to achieve maximum yield.
 - Review cash flow report, checking of payment vouchers.
 - Authorised signatory for all suppliers' payment, other payables and banking documentations.
 - Monitor billings according to progress status gathered during the monthly co-ordination divisional meeting attended by project team.
 - Monitor collections by reviewing the Billings and Collections status regularly.

- Highlight feedback on project issues that hinder collections to project team and follow up on prompt resolution of issues.
- Liaison with lawyer for bad debt requiring legal actions.
- Lead in financial audit & ensure adherence to audit reporting timetable and liaison with auditors.
- To perform any other duties that may be assigned from time to time.

2007 - 2011

2. Muhibbah Petrochemical Engineering Sdn Bhd (A subsidiary of MUHIBBAH ENGINEERING (M) BHD)

Position Title (Level) : Finance Manager
Specialization : Finance - General/Cost Accounting
Role : Financial Accounting & Reporting
Industry : Oil / Gas / Petroleum
Work Description :

- Responsible for the day to day accounting functions of the company including:-
 - Manage and supervise accounting staffs in the month end closing process and reviewing all journals, posting, bank & inter-companies reconciliation.
 - Maintain monthly fixed asset schedule and monthly depreciation charges.
 - Ensure timely submission of monthly management accounts, quarterly work order report and bank facilities & utilisations report to holding company.
 - Manage petty cash disbursement and record keeping.
 - Manage Director's petty cash clearance and record keeping.
 - Cash flow management to meet vendor/suppliers' payment and timely repayment of loan.
 - Liaise with banker, tax agent and external auditor on matters pertaining to banking facilities, taxation and audit reports.

2006 - 2007

3. Intelbest Corporation Sdn Bhd

Position Title (Level) : Corporate Finance Manager
Specialization : Finance - General/Cost Accounting
Role : Management
Industry : Property / Real Estate
Work Description :

- Attending to meetings with bankers and solicitors, reschedulement and restructuring of the facilities and preparing reports / papers for management decision.
- Prepare Information Memorandum to support application / restructuring of loan portfolio.
- Assist to negotiate with bankers on loans.
- Participate and assist to legal actions instituted by creditors jointly with in house and external lawyers.
- Prepare various reports to banks and drawdown from project account or Housing Development Account to

pay contractors or bankers in respect of redemption sum, payment to contractors and suppliers. -To manage fund allocation for a group of companies to ensure smooth operations including projects payment to contractor and monitor the revenue/progress of the projects.	
-To attend to creditors in respect of payment matters.	
-Attend to all daily operational and administrative matters.	
2006 - 2006	
4. Yon Ming Auto Industrial Parts Sdn Bhd	
Position Title (Level)	: Assistant Accountant
Specialization	: Finance - General/Cost Accounting
Role	: Financial Accounting & Reporting
Industry	: Retail / Merchandise
Work Description	:
-Responsible for financial reporting, management accounts, audit and tax reports.	
-Ensure monthly / quarterly financial reports are available on time.	
-Support Management in business analyses & financial plannings.	
-Liaise with auditors, tax agents & regulatory authorities and other relevant parties.	
-Assist Financial Controller in implementing new accounting procedures.	
-Co-ordinate accounts & administrative activities.	
2005 - 2006	
5. Meadow Property Management Services Sdn Bhd	
Position Title (Level)	: Assistant Accounts Manager
Specialization	: Finance - General/Cost Accounting
Role	: Financial Accounting & Reporting
Industry	: Property / Real Estate
Work Description	:
-Assist Senior Accountant in servicing a portfolio of clients to ensure proper maintenance of property management accounts.	
-Supervise a team of accounting staff to ensure timely submission of respective clients' monthly property management accounting reports.	
-Liaise with external auditors appointed by clients for annual audit of property management accounts.	
-Attend meetings with Residential Associations' Committee Members and handle queries pertaining to their monthly accounts.	
1998 - 2005	
6. Kian Yip Furniture Sdn Bhd	
Position Title (Level)	: Finance & Administration Manager
Specialization	: Finance - General/Cost Accounting
Role	: Financial Accounting & Reporting
Industry	: Manufacturing / Production
Work Description	:

- Handle full set of accounts and preparation of timely financial reports.
 - Responsible for the administration of general ledger accounting, accounts payables, accounts receivables, fixed assets accounting and other record keepings.
- Maintain bank accounts, bank and loan accounts reconciliations, review and input of monthly accruals, deposit & prepayments and journal entries.
- Liaise with auditors, tax agents, bankers, company secretary and other government regulatory bodies.
- Hands on experience on UBS computerised accounting/stock control/payroll software.
- Responsible for HR management & supervision including recruitments, company's payrolls and other HR functions.
- Responsible for new applications of foreign workers and obtain approval from the relevant authorities.
- Maintain and monitor the schedule of foreign workers' work permits and visas including clearance of foreign workers at airport, renewal of work permits and application of check out memo.
- Maintain and monitor the schedule of the foreign workers' compensation scheme.
- Liaise with Customs, Immigration, District Council and other work related to Government bodies.
- Supervise general office administrations and work flow.

1995 - 1997

7. MP Factors Sdn Bhd

Position Title (Level) : Senior Factoring Operations Executive
Specialization : Banking/Financial Services
Role : Others
Industry : Banking / Financial Services
Work Description :

-Responsible for all aspects of factoring operation functions including credit administraton/review, credit control, funding and accounts.

Credit Administration/Review

- Arrange operation surveys on clients books and incorporate survey findings into credit applications.
- Ensure and check clients' offer documents execution.
- Brief client on first drawdown documents.
- Check and verify factored receivables' documents.

Credit Control

- Monitor collections.
- Process and assess credit applications including evaluation of customer's credit worthiness.
- Ensure exposures to client/customer are within the approved credit limit.
- Handle legal matters in the case of clients/customers default.

Funding and Accounts

- Monitor overall funding position.
- Maintain, monitor and service a portfolio of existing clients.
- Source and assess credit applications including evaluation of client's credit worthiness.

Language	Spoken	Written
Bahasa Malaysia	8	8
Chinese	8	8
English	8	8

Personal Particulars & Preferences

Date of Birth

: 8 Oct 1968

Nationality

: Malaysia

Gender

: Male

IC No.

: 681008-05-5265

Possess Own Transport

: Yes

Expected Monthly Salary

: MYR10,500.00

Availability

: Immediately after notice period of 3 month(s)

Additional Info

CAREER OBJECTIVE:

To excel in the current position and advance to a higher level of management after proving my abilities.

PERSONAL TRAITS AND ATTITUDE:

* Passion for continuous learning and personal growth

* Highly motivated and driven, with strong desire to excel

* Dynamic team player

* Sense of responsibility