



RESUME

RAJESWARY D/O MOHAN CHANDRAN

No: 605, Jalan Forest Height 4/3, Precinct 4, Taman Forest Bayu 1,
70400 Seremban, Negeri Sembilan.

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PERSONAL DATA

| | |
|------------------------|--------------------------|
| NAME: | Rajeswary Mohan Chandran |
| DATE OF BIRTH: | November 22, 1981 |
| GENDER: | Female |
| IC NUMBER: | 811122-07-5668 |
| NATIONALITY: | Malaysian |
| RACE: | Indian |
| RELIGION: | Hindu |
| MARITAL STATUS: | Married |
| HEALTH: | Excellent |
| POSSESS OWN TRANSPORT: | Yes |

CAREER OBJECTIVE

Ambitious to apply my knowledge, skills and abilities in any related fields, willing to learn new things and constantly to improve myself.

EDUCATIONAL BACKGROUND

HIGHEST LEVEL

| | |
|------------|--|
| LEVEL: | Bachelor of Business Administration (Hons) |
| MAJORING: | Accounting |
| MINOR: | Finance |
| INSTITUTE: | University Tun Abdul Razak (UNITAR/UNIRAZAK) |
| RESULT: | 2.87 |
| YEAR: | July 2002 completed December 2006. |

EMPLOYMENT HISTORY

- | | |
|------------------------|---|
| Company Name | : DHL Global Share Services |
| Position Title (Level) | : Senior Specialist (Senior Executive) |
| Specialization | : Finance - General/Cost Accounting |
| Role | : Management/Cost Accounting/Business Analyst |
| Industry | : Banking / Financial Services |
| Monthly Salary | : MYR 5080.00 |
| Year | : Dec'12 - Present |
| Work Description | : |

 - In charge for Performance Management reporting.
 - Standard KPI Model: Data Collection and validation, and taking care of the offline calculations due to instability of the tool, need liaise very closely with the global team to make sure the tool and the data is reliable. Follow up thoroughly on the RED KPI analysis timely (3 WD after KPI report available to the operation).
 - CMF KPI – accountable for data collection, input, and validate the result of the KPI. Also ensure the data is reliable and in good quality.

- Regional review (APEM and SSA) – to assist the prepare and get the review deck complete. This involve gather the data for the slides from respective SLT and consolidate it (KPI slides, Compliance, Health check, Continuous Improvement and etc.)
- Operational review (APEM & EU country) – accountable to get the KPI report ready by WD 10. To provide support to any request from the operation regarding the KPI results within 1 turnaround day. If need further assistance on the process or operation, to check with Regional Manager & Manager.
- FPP – Assigned to prepare the KPI portion slides for Finance Partner Program and coordinate and follow up with Regional Manager & Manger to review the FPP pack with their respective SLT's.
- Analyst KPI for Asia Pacific, Europe, EEMEA and EEMEA Cluster.
- Lead team to perform all daily, weekly and monthly reporting.
- Assist Manager and Regional Manager to prepare CFO review and BPO review

2. Company Name : Amway Business Services Asia Pacific Sdn Bhd
 Position Title (Level) : Senior Accounting & Reporting Analyst
 Specialization : Finance - General/Cost Accounting
 Role : Financial Accounting & Reporting
 Industry : Banking / Financial Services
 Monthly Salary : MYR 3850.00
 Year : Jan'11 – Dec'12
 Work Description :

- In charge for Japan market GA, Business Analysis and Budget and Planning dept.
- Complete Transition for Japan for 4 months in Tokyo, Japan.(60 deskop procedure and 60 process map)
- Train new/junior staff to learn Japan process.
- Incharge for Japan Amway audit package
- In charge for General Accounting, Sales & Budget and Planning &Business Analysis Department for Amway Japan.
- Prepare daily, monthly, quarterly and annual report for Amway Japan and report to Amway ADA, Michigan.
- Reviews and/or approves work carried out subordinates prior to entry into accounting/reporting systems and reconciliation after the processes have been competed
- Prepare company financial statements and monthly management report with compliance to accounting standards & company policies.
- Assigns task to departmental accounting personnel and manages their performance through goal and objective setting.
- Prepare company financial statements and monthly management report with compliance to accounting standards & company policies

3. Company Name : KnowledgeBase Sdn Bhd
 Position Title (Level) : ACCOUNTS EXECUTIVE (Senior Executive)
 Specialization : Banking/Financial Services
 Role : Financial Planning/Wealth Management
 Industry : Traning & Seminars (IT)
 Monthly Salary : MYR 3300.00
 Year : Oct'06 – Dec'10
 Work Description :

- Reviews and/or approves work carried out subordinates prior to entry into accounting/reporting systems and reconciliation after the processes have been completed.
- Reviews payments instructions to banks prior to signing to ensure completeness and accuracy.
- Exercises professional judgment to resolve moderately complex accounting g problems.
- Assigns task to departmental accounting personnel and manages their performance through goal and objective setting.

- Prepare company financial statements and monthly management report with compliance to accounting standards & company policies.
- Responsible for full set accounts, financial accounting and management report with compliance to accounting standards & company policies.
- Responsible for full set accounts, financial accounting and management reporting.
- Responsible for preparation of monthly consolidated account, financial and management reports.
- Prepare tax estimate and ensure all tax payments is paid within the stipulated time frame.
- Monitor accounts receivables to ensure that collections are up to date.
- Cash flow planning, general ledger maintenance, account payable functions and account receivable functions.
- Prepare tax estimate and ensure all tax payment is paid within the stipulated time frame.
- Responsible for credit control, payment collection and monitor collection status closely.
- Responsible for the preparation of financial and management reports, credit control and budget preparation as well as statutory compliance.
- Liaise with external auditors, company secretary, tax agents, bankers and statutory bodies. Handle account payable, receivables and Bank reconciliation.
- General ledger reconciliations. Ensure all accounting records and related documents are properly kept.
- Preparing invoices/payments/salary/epf/socso. Office petty cash management. Liaise with lawyers, customers, insurance agency and sales persons on AR matters. ☐ Manage office general administration (eg: flight& hotel booking, office maintenance, purchasing)
- Preparation of audit schedules and supporting documents.
- Ensure proper filling of all documents related to Company's finance.
- Manage filling and correspondence. Liaise with Company Accountant and corporate secretary on a monthly basis.

4. Company Name : Colgate-Palmolive (M) Sdn. Bhd.
 Position Title (Level) : Trainee AP & AR (Non-Executive)
 Specialization : Finance - General/Cost Accounting
 Role : Basic Accounting/Bookkeeping/Accounts Executive
 Industry : Manufacturing / Production
 Monthly Salary : MYR 600.00
 Year : Apr'06 – Oct'06
 Work Description :

- Using SAP systems in preparing all the documents
- In charge for reconciliation statement of accounts and invoices.
- Issue cheque for all payments made on the month.
- Prepare monthly record the expenses and payable.
- Record Credit notes and clear credit notes.
- Reconciliation of creditors and key in tracking record.
- Receivables matching and reconciliation for all receivables.

5. Company Name : SRI MURUGAN CENTRE(M) SDN BHD
 Position Title (Level) : Account & Admin Assistant (Non-Executive)
 Specialization : Finance - General/Cost Accounting
 Role : Basic Accounting/Bookkeeping/Accounts Executive
 Industry : Education
 Monthly Salary : MYR 1800.00
 Year : Jan 2000 –Oct 2006
 Work Description :

- In charge for daily admin duties
- Prepare accounts reports to management regarding all the centers.
- Doing Bank reconciliation and assist Finance manager in preparing financial reports.
- Prepare monthly petty cash accounts and In charge for the monthly HQ income

| Skill | Years | Proficiency |
|----------------------|-------|-------------|
| AUTO COUNT | >5 | Advanced |
| ACCESS | >5 | Advanced |
| MR.ACCOUNTING | >5 | Advanced |
| MYOB | >5 | Advanced |
| Excel | >5 | Advanced |
| UBS | >5 | Advanced |
| TM1 2.5, 8.1 & CREST | 3 | Advanced |
| AS400 | 2 | Advanced |
| SAP | >5 | Advanced |
| CODA | 2 | Advanced |

Languages

(Proficiency: 0=Poor - 10=Excellent)

| Language | Spoken | Written |
|-----------------|--------|---------|
| Bahasa Malaysia | 10 | 10 |
| Tamil | 10 | 10 |
| English | 8 | 9 |
| Japanese | 4 | 4 |

REFERENCE

1. DATO DEVAMANY S/O KRISHNA SAMY,
Co-Director, Sri Murugan Centre,
A-29-1, Menara City One, Jalan Munshi Abdullah,
50100 Kuala Lumpur
H/P: 012-502 1470

2. Mr. MOHAMAD ABDUL WAHAB.
Finance Manager,
(*Account Payable*)
Colgate – Palmolive Marketing Sdn. Bhd,
No: 2, Jalan Bersatu,
Section 13, 46200 Petaling Jaya,
Selangor Darul Ehsan.
H/P: 019-288 2020

3. DATO SUBRAMANIAM
Managing Director,
Knowledgebase Sdn Bhd,
No: 23-2, Jalan PJU 1/41,
Dataran Prima,
47301 Petaling Jaya,
Office: 03-7880 0755

4. RAYNUGA MUNUSAMY
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Amway Business Services Asia Pacific,
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Bangsar South, No: 8, Jalan Kerinchi,
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