

Resume

Name : Jean Lim

Address: : 45, Jalan Kedah, Off Jalan Meru, 41050 Klang, Selangor

HP : 018-761 4972

Email address : msling45@yahoo.com

Age : 34 years

Nationality : Malaysian

Race/Gender : Chinese/Female

Language : Chinese, Malay, English, Hokien

Marital status : Married

Education background

Year	School / Colleague	Qualification
(1) 1993 – 1999	Sek Men Keat Hwa, Kedah	STPM
(2) 2000-2003	Sultan Abdul Halim Muadzam Shah Polytechnic// Diploma In Account	
	University Putra Malaysia	Bachelor Science Computer

Work History

Company : Visco Dale Industries Sdn Bhd (Autoparts- trading acc) (2003-5/2006 year)

Job description:

Assistant Manager: HR & Account

Supervise and ensure timely yearly accounting report.

1. Supervise and ensure maintenance of required schedules for audit and tax purpose.
2. Liaise with auditor
3. Maintain a liaison relationship with purchasers on payment/ Invoicing matters.
4. Ensure timely, complete, acute sales invoicing & assist in all admin works.
5. Ensure timely technicians claim verification for payroll purpose & check workers , staff payroll prepared by HR assistant.
6. Liaise with operation department for sales order, contracts signed, job performance for billing purpose.
7. Ensure complete and reasonable sales accrual.

Reason leaving: Boss change the business to other line
Last drawn salary : \$3500

Company: CJ Chemical Sdn Bhd, Super Stone Trading Sdn Bhd (Trading & Manufacturing acc) (6/2006- current year)

Job description:

Finance Manager

1. Handle full set account- preparation of monthly and yearly accounting report.
2. Supervise maintenance of the required schedules and ad hoc report for management and external audit purpose, including fixed assets register.

Assist in:

1. Monthly management manufacturing account
 2. Accounts receivable
 3. Accounts payable
 4. Costing report-monthly
 5. Cash flow reporting – daily and monthly
 6. Budget – monthly and yearly
 7. Ad-hoc reports & half year forecast
 8. Implementation of accounting system
 9. Variance analysis
3. Manage full spectrum of HR activities.
 - Responsible for payroll processing, SOCSO, EPF filing & PCB (monthly income tax)
 - Processing of employees' medical claims administration and employee insurance.
 - Keeps accurate records for insurance enrolment, amendment, termination etc.
 - Assists in the Annual Salary Increment and Variable Bonuses exercise
 - Provide support for benefits related matters such as E-Leave and insurance renewal etc.
 - Provide Administrative Support

Reason leaving: Company move to other state do business

Last drawn salary : \$7500+\$500 (allowance)

Computerized skills & system: UBS accounting, UBS payroll, UBS stock, Quickpay payroll, Microsoft office

Expected salary : >\$7500