

Personal information

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|--------------------------|---|
| Name | Yap Yi Shian, CPA |
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| Address | 8, Jalan Menerung 4, Taman SA, 59000 Kuala Lumpur |
| Nationality | Malaysian |
| Date of birth | 28 February, 1981 |
| Gender | Female |
| Marital status | Single |
| Career Objectives | To utilise my educational and managerial skill in achieving the organisation's goals. |

Work Experiences

Work experience 1

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| Name and address of employer | MOL AccessPortal Sdn Bhd Lot 8-03, Level 8, Berjaya Time Square, No.1 Jalan Imbi, 55100 Kuala Lumpur, Malaysia. |
| Dates | September 2012 – October 2013 |
| Position held | Assistant Manager, Finance |
| Main responsibilities | Assistant to SVP in monitoring financial activities and accounts of several countries, which include: <ul style="list-style-type: none">○ Oversee financial statements of Indonesia, Thailand, Philippines, Vietnam.○ Prepare journals for monthly closing.○ Prepare analysis of movement in P&L statements of every country to the management, as and when required.○ Manage the Budget preparation & Financial Projections for each region.○ Reconciliation of inter-co transactions.○ Liaise with local financial auditors and tax agents from different countries.○ Engage in SAP implementation.○ Prepare ad-hoc reports and analysis as and when required. |
| Experience with accounting system | SAP B1 |

Work experience 2

Name and address of employer

Dates

Position held

Main responsibilities

Macro Kiosk Bhd

Mezzanine Floor, Menara Tan & Tan, 207, Jalan Tun Razak, 50400 Kuala Lumpur, Malaysia.

March 2010 – August 2012

Assistant Accountant

Assistant to CFO in monitoring financial activities and accounts of various countries, which include:

- Consolidate the Group accounts and report to CFO and holding company, Goldis Berhad.
- Prepare analysis of movement in P&L statements of every country to the management team and Goldis Berhad on monthly basis.
- Monitor KPIs of business units by preparing Group Proforma Income Statement.
- Prepare annual Budget & Financial Projections.
- Involve in cash flow management – plan and oversee the flow of cash and financial instruments.
- Periodical supervise on the reconciliation of inter-co transactions.
- Liaise with financial auditors and tax agents on audit issues, drafting financial statements and tax fillings.
- Ensure effective internal controls are in place and ensure compliance with regulatory laws and rules for financial and tax reporting.
- Being the ISMS internal auditor to prepare internal audit reports to the management in conformity with ISO 27001.
- Prepare ad-hoc reports and analysis as and when required.

MS GreatPlains

Experience with accounting system

Work experience 3

Name and address of employer

Dates

Position held

Main responsibilities

BDO Consulting Sdn Bhd

12th Floor Menara Uni Asia, 1008 Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia.

May 2008 – February 2010

Executive

A special engagement as a senior to review bank reconciliation of a well-known multi-national company in oil and gas industry. The job scopes are:

- Leader and coordinator of staffs to perform bank reconciliation.
- Preparing timeline schedules and weekly reports for the progress of the bank reconciliation to the manager of card division.
- Preparing schedules and weekly reports for debt recovery.

**Experience with
accounting system**

Work experience 4

**Name and address of
employer**

Dates

Position held

Main responsibilities

**Experience with
accounting system**

- Reviewing team members' performance and progress of the bank reconciliation team.

Another special secondment as an executive of financial team to handle finance and treasury activities of a semi-government company in Malaysia.

- Preparing shared service agreement for the group of companies, involving in negotiation of the agreement.
- Involving in communicating and arrangements for bank cash management, liquidity management system and other bank facilities with the banks.
- Performing due diligence on a purchase of another local company.

MS GreatPlains, UBS, MYOB

Baker Tilly Monteiro & Heng

22, Jalan Tun Sambanthan 3, 50470 Kuala Lumpur, Malaysia

April 2007 – April 2008

Senior Associate

- Team leader to audit groups of public listed companies in Malaysia, mainly manufacturing, construction and trading companies.
- Planning audits to ascertain that an effective audit approach is developed to meet the budgeted time cost.
- Reviewing audit associates' work to ensure that audit approaches are appropriate and performed in accordance with the Audit Methodology.
- Assessing the internal controls of companies.
- Performing cash flow statements.
- Performing tax computation and deferral tax for various industries.
- Reviewing financial statements to ascertain that disclosures and presentation of the financial statements are consistent with the reporting requirements of FRS, the Companies Act, 1965 and Bursa Malaysia Listing Requirements.

UBS, MYOB

Work experience 5

Name and address of employer

Dates

Position held

Main responsibilities

William C H Tan & Associates

79C, Jalan SS 21/60, Damansara Utama, 47400 Petaling Jaya, Malaysia

September 2004 – March 2007

Senior Audit Associate, Audit Associate

- Planning audits to ascertain that an effective audit approach is developed to meet the budgeted time cost.
- Assessing the internal controls of companies.
- Performing cash flow statements.
- Performing tax computation and deferral tax for various industries.
- Reviewing financial statements to ascertain that disclosures and presentation of the financial statements are consistent with the reporting requirements of FRS, the Companies Act, 1965 and Bursa Malaysia Listing Requirements.

Experience with accounting system

UBS, MYOB

Education and training

Dates

Professional Certification

Result

Current

CPA Australia

Certified CPA member

Dates

Title of qualification awarded

University

Result

2001 - 2003

Bachelor of Business (Double major in Accounting and E-Business)

University of Technology, Sydney

Graduate

Dates

Title of qualification awarded

University/ school

Result

2000

South Australian Matriculation (Pre-university program)

Taylor's College

TER : 79.6

Dates

Title of qualification awarded

University/ school

Result

1994 - 1999

Sijil Pengajian Menengah (SPM)

S.M.J.K. Katholik

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Personal skills and competences

Languages

English, Bahasa Malaysia, Mandarin
(Fluent in speaking and Good in writing)

Strengths

Detailed, sense of responsibility, team player, cheerful

Special learning experience

- Conducted research of a furniture company in Australia called Fantastic Furniture about management accounting, cost allocation and decision making
- A thorough research of the trend of university students in Australia in seeking job online

Interests

Yoga, travelling, listening to music

Computer skills and competences

MS Words, Excel, PowerPoint, MS Visio

Preferences

Current salary

RM5,800

Expected salary

RM6,800 (negotiable)

Willingness to travel

Yes

Possess own transport

Yes

Availability

1 week

Reference

Available upon request