



PROFESSIONAL VISION

As a business partner focus in the organization align with the management in strategic planning and financial direction of the organization.

SUMMARY OF EXPERIENCE

- 15 years of accounting and finance experience
- Implementation of finance function and policies in companies in purchasing and billing
- Background experience in Human Resources function in IKEA

PROFESIONAL EXPERIENCE AND CHALLENGES

- Purchase Committee member in purchase activity for all new suppliers for tenders and contracts for approval process and had strongly controls the cost and had understanding the core operations.
- Involved in negotiation with IRB in transfer pricing and corporate tax from 2001 until 2004 and had worked closely with KPMG to reduce the tax exposure from RM4.7 million to RM2.7 million.
- Implementation on the changed process when DC MY started as warehouse operator for IKEA Asia Pacific in 2001. We had adapted and went on to the new finance setup with new role from people, system, new ways of working and contributing to change in IKEA.
- Plan in merging of finance and admin department in Trading and Distribution to one department and faced challenges in resistance in change and building of teamwork within the 2 functions through common understanding of the department mission.
- Part of the working group for co-worker handbook policy with focus on simplicity, 4 eyes principles and co-worker participation.
- Obtained the IPC tax exemption status from MIDA in 2004 for IKEA Handel Sdn Bhd
- Developed the written process for billing for CEVA customers.

OTHER INVOLVEMENT

- Member for safety and health team members in 2008
- Committee Members for Company annual dinner event in 2004. The event was successful.
- Part of the team for Kickoff activities at the DC in all the year 2005 and 2006. Lead the activities in IKEA values and sharing and developing of fun activities.
- Facilitators for SML training at DCMY with a group of 8 co-worker and creating project on IKEA CULTURE and Supply chain learning.

PERSONAL TRAITS AND STRENGTHS

- Organized and Systematic-ability to work systematically and good follow through
 - Strong Commitment and Action- have great sense of urgency of getting things done and in meeting datelines
 - People oriented-Good active listening and relates well to people of all levels
 - Multi tasking capability-ability of handle several project and yet remain focus at the same time
 - Team player-Understand synergy from team and achieve work through team
 - Ability to work independently and process high integrity
-

LEE WAI LENG

EMPLOYMENT HISTORY

Current *Feb 2011 to Feb 2013*
Company CEVA Logistics Sdn Bhd
Nature of Business Supply Chain for Distribution and Transportation Services as Third Party Logistics Provider
Designation *Finance Manager*
Reporting to Finance Director
Subordinates 1 Senior Account Executive, 4 Accounts Executive and 2 Accounts Officers (Total 7)

Job Duties and Responsibilities

- Timely and accuracy contract P&L gross margin and continuous work with Contract Manager on drive action points and reviewed on operations issues and changes to address the swings in results
- Established clear procedures and controls for billing to customers.
- Evaluated policies, procedures and operations to ensure compliance with CEVA Accounting policy and Local Malaysia Standard
- Annual budgeting and forecasting submission and review with operations to ensure that it is delivered as committed
- Work on process with Accounts Payable, Operations and Procurement to improve the payment process and invoices are captured for cost booking
- Continuous review and working together with Contract Managers to create understanding of internal controls in operations environment
- Follow up on claims process in customers to CEVA

Reason for leaving

Retrenchment happen in February 2013 and re organization of the company structure.

Duration *May 2001 to July 2010*
Company IKEA Handel Sdn Bhd
Nature of Business Warehouse Distribution Centre in Asia Pacific for IKEA
Designation *Finance Manager*
Reporting to Managing Director
Subordinates 1 Accountant, 5 Accounts Officers, 1 Admin Leader, 2 Admin Executives (Total 9)

Job Duties and Responsibilities

- Managed accounting, company taxes, insurances, treasury support, payroll and budgeting process
- Developed and maintained relationships with bankers, tax consultant and government in tax incentives.
- Evaluated policies, procedures and operations to ensure compliance with IKEA Financial Manual and Local Malaysia Standard
- Lead the budgeting process and goal setting process and ensure managers work within the budget by provided reports and guidelines in the budgeting
- Responsible for strategies, goals and coordination of Finance activities
- Working with management team in overall direction in cash flow, legal reporting and Board members updates
- Coordinated all aspects of budget and finance follow up with purchaser on the cost, volume and results
- Human resources function for 3 years to support 50 co-workers

In discharging my supervisory duties, I have to exercise staff controls, coordinate workflows, and attend to work problems, counsel staff and appraise their performance at work.

Reason for leaving

IKEA had taken the business decision to move the distribution centers to China. The operation in Malaysian is closed and the company had wind down and all staff is retrenched.

Duration *Aug 2000 to April 2001*
Company Novasprint Systems Sdn Bhd
Nature of Business IT company in providing solution
Designation *Finance Manager*
Reporting to Managing Director/CEO
Subordinates 2 Accounts Officers, 2 Admin Executives (Total 4)

Job Duties and Responsibilities

LEE WAI LENG

- Involvement in budget preparation and Business Plan presentation
- Planning and monitoring of weekly and monthly cash flow and funds management
- Improving and implementation of internal controls
- Day to day operations on finance and administration cum human resource.

Reason for leaving

The company was facing financial constraint due to government delayed on the tender approval on hospital solution to NovaSprint.

Duration	Jan 2000 to July 2000
Company	Plusliner Sdn Bhd
Nature of Business	Express Bus Services in Peninsula Malaysia (plying Penang to Singapore and East Msia)
Designation	Finance Manager
Reporting to	Strategic Business Units Heads
Subordinates	1 Account Executive, 2 Accounts Officers, 1 Admin & HR Leader, 2 Admin Executives (Total 6)

Job Duties and Responsibilities

- Involvement in budget preparation and Business Plan presentation
- Planning and monitoring of weekly and monthly cash flow and funds management
- Study and preparing costing for routes on breakeven analysis and viability of routes and also feasibility study
- Day to day operations on finance and administration cum human resource

Reason for leaving

Facing challenging situation as Plusliner is loss making and delayed in loan payments.

Duration	Dec 1996 to Dec1999
Company	Park May Berhad (part of Renong Group)
Nature of Business	Investment Holding Company with core business in bus transportation in Klang Valley
Designation	Group Accountant
Reporting to	Finance Director
Subordinates	3 Accounts Officers (Total 3)

Job Duties and Responsibilities

- Group Reports includes Group Accounts, KLSE reporting and Head Office reporting. These include Press Release, Annual Report and Monthly management accounts.
- As Accountant for subsidiaries at region Seremban, Kuantan and Penang with finance executives reporting to Head Office
- Responsible for policy and procedures for accounts department for the Group
- Tax planning for Group to maximize tax benefits
- Funds management through centralized cash management and working capital management
- Preparation of valuations on subsidiaries for disposals and acquisitions as in Nusajaya project on bus routes
- Review and preparation of Group Monthly Actual Cash flow and Group Cash flow Projection
- Coordinator and committee member for Cost Centre development for various Business Units as support function and Profit Centre for Cityliner Sdn Bhd (subsidiary of Park May Berhad)
- Liaison with bankers for finances and funds for operations, and
- Preparation of Budgets and Business Plan for subsidiaries together with input from operations.

Reason for leaving

Based at HQ of Parkmay Berhad preparing for group results. Moving on to subsidiary of Parkmay Berhad, Plusliner Sdn Bhd.

LEE WAI LENG

Company	KPMG
Nature of Business	Audit Firm
Designation	<i>Audit Senior</i>
Reporting to	Audit Manager

Job Duties and Responsibilities

- team leader in managing a team of audit personnel of various grades
- appraisal of team personnel and make recommendations for promotion, increment and bonus purposes
- senior-in-charge of major audit engagement and the performance of reviews of audit files, share valuation and prospectus review

Reason for leaving

Commercial experience.

Duration	<i>May 1989 to Mar 1993</i>
Company	HALS & Associates
Nature of Business	Audit Firm
Designation	<i>Audit Assistant to Audit Senior</i>
Reporting to	Audit Manager

Job Duties and Responsibilities

- Accounting services, auditing and taxation for various clients
 - Team leader in managing a team of audit personnel of various grades
-

PROFESSIONAL & ACCADEMIC QUALICATION

MICPA (1989 to 1994)
Malaysia Institute of Accountants (Jan 2001)
STPM-SMK Cochrane (1986 to 1988)
SPM – SMK Pudu (1981 to 1985)

OTHER SKILLS

Computer Savvy and Proficiency in Microsoft Excel, Word and Power Point
Hands on experience in CODA Financial and JDE Edwards
Hands on experience in Easy Pay (Payroll system)

COURSE ATTENDED

Steven Covey-7 Habits (Feb 2012)
CEVA Legal and Business Rules (July 2011)
Presentation and Powerpoint Course (Dec 2010)
Updates on IFRS (from MIA course) for Malaysia Reporting Updates (2010)
IKEA Culture course as facilitors (2009)
DIY for Team Activities (2009)
MCL course in IKEA as a effective manager in IKEA(2005)

SPECIAL INTEREST

- Swimming
 - Social in small group
 - Baking and Cooking
-

LEE WAI LENG

PERSONAL PARTICULARS

DOB	25 May 1968
Marital Status	Married
Address	No 26, Jalan USJ 112H, 47620 Subang Jaya
Contact number	019 2392198 (mobile)
E mail address	waileng.lee1@gmail.com

REFERENCE

- Ludvic Kurzeja- General Manager of IKEA Handel Sdn Bhd/ IKEA Japan (ex boss)
- Ben Leung –Finance Controller IKEA AP/IKEA HK PTE LTD(ex boss)
Email- ben.leung@ikea.com
- Kelvin Chin- Group Financial Controller (ex CEVA boss)