

Chong, Susan

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Resume Summary

Current Position : Senior Account Executive in Fairy Park Berhad (Sep 2012 - Present)
Current Specialization : Finance - General/Cost Accounting
Highest Education : Advanced/Higher/Ggraduate Diploma in Finance/Accountancy/Banking
Years of Experiences : 8
Expected Salary : MYR 4,500

Employment History

Sep 2012 - Present

1. Fairy Park Berhad

Position Title (Level) : Account Executive (Senior Executive)
Specialization : Finance - General/Cost Accounting
Role : Financial Accounting & Reporting
Industry : Cemetery
Monthly Salary : MYR 3000
Work Description :

RESPONSIBILITIES:

- Preparation of monthly management accounts and financial statements on timely basis
- Performance of bookkeeping duties including updating and verification of general ledger, bank reconciliation, debtors and creditors reconciliation and intercompany reconciliation
- Performance of day to day accounts department operations including transaction documents and payments
- To manage the daily accounting and finance related works and month end closing
- To liaise with external auditors, tax agent and company secretary
- To liaise with holding finance team in Seremban, Johor, Vietnam.

EXPERIENCES GAINED:

- Excellent organizational and motivational skills.
- Good team player and Multitasking capabilities.

Apr 2010 - Sep 2012

2. Jay Julian & Co

Position Title (Level) : Account & Admin Executive (Senior Executive)
Specialization : Finance - General/Cost Accounting
Role : Financial Accounting & Reporting
Industry : Accounting / Audit / Tax Services
Monthly Salary : MYR 2400
Work Description :

RESPONSIBILITIES:

Account Department :

- Prepare profit and loss statements and monthly closing and cost accounting reports
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions
- Monitor and review accounting and related system reports for accuracy and completeness
- Resolve accounting discrepancies
- Recommend, develop and maintain financial data bases, computer software systems and manual filling systems
- Supervise the input and handling of financial data and reports for the company's automated financial systems
- Other duties as assigned
- To maintain and computerize monthly account with SQL & Autocount financial system

Secretarial Department :

- Prepare Form and Resolution request by client
- Prepare Annual Return and Annual General Meeting for summit purpose
- Prepare certification true copy request by client

Taxation Department :

- Prepare EA Form request by client
- Prepare Personal / Company Tax

Audit Department :

- Prepare Bank Confirmation

EXPERIENCES GAINED:

- Excellent organizational and motivational skills.
- Good team player and Multitasking capabilities.

REASON FOR LEAVING:

- Seek for better career advancement opportunities and exposure.

Oct 2008 - Apr 2010

3. I Technology Solutions Sdn Bhd

Position Title (Level) : Account Assistant (Junior Executive)
Specialization : Finance - General/Cost Accounting
Role : Basic Accounting/Bookkeeping/Accounts Executive
Industry : Consulting (IT, Science, Engineering & Technical)
Monthly Salary : MYR 2000
Work Description :

RESPONSIBILITIES:

- Reconciling finance accounts
- Maintaining spreadsheets
- Credit control
- Preparing statutory accounts
- Cash allocation
- Sales order processing
- Managing daily post in and out
- Handling and writing cheques
- Receiving and processing all invoices, expense forms and requests for payment
- Verifying calculations working with the Accounts system
- Reconciliation of Direct Debit mandates
- Managing petty cash transactions
- Asset register control
- Journal entry posting
- To maintain and computerize monthly account with MYBS financial system

Jul 2007 - Sep 2008

4. Advance Learning College Sdn Bhd

Position Title (Level) : Admin & Management Department (Fresh / Entry Level)
 Specialization : Education
 Role : Management
 Industry : Education
 Monthly Salary : MYR 1500
 Work Description :

RESPONSIBILITIES:

Receptions and information in counter.
 Update information and detail of student.

EXPERIENCES GAINED:

Knowledge of communication and share information of education.

REASON FOR LEAVING:

Seek for better career advancement opportunities and exposure.

Dec 2005 - March 2007

5. Lin Shoon Jewellers Sdn Bhd

Position Title (Level) : Account Clerk (Fresh / Entry Level)
 Specialization : Finance - General/Cost Accounting
 Role : Basic Accounting/Bookkeeping/Accounts Executive
 Industry : Manufacturing / Production
 Monthly Salary : MYR 1100
 Work Description :

RESPONSIBILITIES:

- Management file and filling
- Prepare Payment and Cheque
- Operation : Stock take
- Full set account

Educational Background*Graduation Date: 2008***Advanced/Higher/Graduate Diploma of Finance/Accountancy/Banking**

Major : LCCI (3rd level Diploma in Accounting)
Institute/University : Advance Learning College Sdn Bhd, Malaysia
Grade : Pass/Non-gradable

*Graduation Date: On-going***Bachelor's Degree of Finance/Accountancy/Banking**

Major : The Association Of International Accountants (AIA)
Institute/University : Advance Learning College Sdn Bhd, Malaysia
Grade : On-going

Skills

(**Proficiency: Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities;
Beginner - Just started using or learning the skill)

Skill	Years	Proficiency
AutoCount Accounting	4	Advanced
SQL ACCOUNTING	3	Advanced
Microsoft Office 2003, 2007 And 2010	>5	Advanced
MYBS System	1	Intermediate
UBS Software	1	Intermediate
MYOB	1	Beginner

Languages

(**Proficiency: 0=Poor** - **10=Excellent**)

Language	Spoken	Written
Chinese	8	8
Bahasa Malaysia	7	6
English	7	6

Personal Particulars & Preferences

Date of Birth : 23 May 1986
Nationality : Malaysia
Gender : Female
IC No. : 860523-56-5976
Possess Own Transport : No
Expected Monthly Salary : MYR 4,500
Availability : One Month Notice