

JUDY ONG POH GAIK

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FINANCIAL CONTROLLER / FINANCE MANAGER

with comprehensive experience in

General Accounting
Budget / Forecasts
Controlling

Financial Management / Analysis
Reporting / Documentation
Business Analysis

Taxation
Cash Management
Staff Management

PROFILE

- Associate Member of Chartered Institute of Management Accountants.
 - Pro-active and results oriented with broad experience in all aspects of accounts, financial management, budget preparation and administration, setting and administration of internal controls and cash management.
 - Hands-on management style with good organizational skills in the development and implementation of company plans and projects.
 - Well disciplined with proven ability to handle multiple assignments efficiently under extreme pressure while meeting tight deadline schedules.
 - Ascertains need and goals, streamlines existing operations, envisions new concepts and future trends and follow through with development direction.
 - Confident and poised in interactions with individuals at all levels.
 - Effectively communicates directions, commits people to action and resourceful.
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PROFESSIONAL EXPERIENCE

Robert Bosch Sdn Bhd

Senior Finance Manager

January 2013 – Present

Overall responsible for the financial operation and management of the controlling and accounting division including management of budgets and forecasts, audit, taxation, full aspects of accounting, cash management, legal matters, financial reporting and analysis, oversee internal controls function and centralised payment function.

Accomplishments

- Resolve internal control audit issues and implement new measures in line with corporate directive.
- Improve reporting quality and timeliness.

APP Timber Sdn Bhd

Financial Controller

December 2010 – January 2013

Overall responsible for the financial operation and management of the accounting division in the Head Office, subsidiaries in Thailand and Indonesia including sales offices in Vietnam, China and India. Responsibilities include full aspects of accounting, cash management, financial reporting and analysis, budget planning, audit, taxation, company secretarial and assist in human resource matters.

Accomplishments

- Establish financial report for the Group.
- Set-up stock planning and control activity.
- Establish proper cash management activity and improve Group liquidity position.
- Review and improve human resource management in the area of performance appraisals, employment letters and recruitment exercise.

Robert Bosch Sdn Bhd

Financial Controller

August 2000 – December 2010

Overall responsible for the financial operation and management of the controlling and accounting division and purchasing division including providing support to Regional Office in Singapore, management of budgets and forecasts, audit, taxation, full aspects of accounting, cash management, legal and trademark matters, regional reporting and financial analysis for ASEAN, oversee internal controls function for the ASEAN region and centralised payment function.

Accomplishments

- Support start up of accounts department, financial reporting process and implementation of SAP for new legal entity in Vietnam.
- Coordinate budget planning and financial reporting process for new legal entity in Indonesia.
- Established central payment functions for Malaysia, Singapore, Vietnam and Indonesia offices.

- Implement SAP asset management module for Malaysia and Singapore office.
- Support implementation of SAP sales and distribution management modules.
- Improved credit control policy and established credit hold release in SAP.
- Established Asset Management Policy.
- Support implementation of Bosch Chart of Accounts in line with IFRS.
- Support in merger of two entities.

Robert Bosch Sdn Bhd

Accountant

January 1998 – July 2000

Overall responsible for the full aspects of accounting, coordinate monthly closing of accounting books, monthly preparation of financial statements and analysis, preparation of budgets and forecasts, credit control, investment budget control, cash management, taxation, audit, handle legal and regulatory matters. Supervise a team of 6 staff.

Accomplishments

- Improved processes on credit note and debit note requests and goods return
- Established credit control policy and support in reducing debtors' days.
- Review and established expense policy.
- Develop cost plan reports in SAP to facilitate analysis of costs.
- Review and improve approval procedures and policies.

Network Foods (M) Sdn Bhd

Accountant

November 1994-1997

Oversee and supervise monthly closing of accounting books and preparation of monthly financial statements, control of travel and expense claims, payroll processing and maintenance of personnel files, support in general office administration and purchasing. Supervise a team of 4 staff.

Accomplishments

- Performed thorough reconciliation of past years' unreconciled bank accounts and implement proper recording and reconciliation of bank accounts.
- Established expense policy and controls.

Glaxo Malaysia Sdn Bhd

Accountant

1989–November 1994

Supervise preparation of monthly financial accounts, financial reports, costing functions, preparation of budgets and forecasts, product costing, stock control, preparation of payroll, taxation and company secretarial matters. Joined as Accounts Assistant and promoted to Accountant in 1990. Supervise a team of 4 staff.

Accomplishments

- Review and improve fixed assets control system.
- Support computerisation of financial statements.
- Assist in new building project cost control.

TEM Engineering Sdn Bhd**Assistant Accountant****1988-1989**

Responsible for monthly closing of accounting books and financial reports, assist in cashflow planning and office administration.

Melewar Supermarket Sdn Bhd**Accounts Assistant****1987**

Maintain full set of accounting books and assist in payroll preparation and cashier.

EDUCATION

Chartered Institute of Management Accountants professional qualification (1986)

Diploma in Commerce - Cost and Management Accounting (1986)

SKILLS

- Proficient in SAP, MS Office (Word, Excel, PowerPoint)
 - Proficient in International Financial Reporting Standards
 - Language spoken and written - Good command of English and Bahasa Malaysia
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TRAINING

- Attended training and courses on
 - Gen X-Gen Y/Z – Bridging the Gap
 - Report writing skills
 - High impact time management
 - Effective customer service and telephone communication
 - Personality and leadership skills
 - Taxation
 - International financial reporting standards
 - Balanced scorecard
 - WTO and customs valuation
 - Internal controls
 - Participated in in-house CIP (continuous improvement process) programmes
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PERSONAL PARTICULARS

Age : 50
Gender : Female
Marital Status : Married
Nationality : Malaysian
Hobbies : Reading, gardening, shopping
Availability : 3 months (with possibility of annual leave deduction)
Willing to travel : Moderate (25% to 50%)
Expected salary : MYR11,000.00 (negotiable)

PERSONAL ATTRIBUTES

- Pleasant personality
 - Committed and easily adaptable to change
 - Able to work under pressure and tight deadlines
 - Interact well with people of all levels and nationality
 - Independent, meticulous, good leadership and team player
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