Hosoo **Cheon**

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Nationality: Korean

Date of Birth: 06 Oct, 1982

Email: hogossip@gmail.com

Date available to start work: immediate

**WORK EXPERIENCE**

* **SJ precision in Korea*,*** (**Aug 2009~Oct 2012)**
* Account Payable Department
* System used: AS400(CODA),Cyberbranch

• Vendor Registration (Daily activity)/Vendor Payment two times in a month

- Receive Request for registration of New vendor (Irregular,regular) through Web-based

- For Vendor code Edit: the same process will be required,

• Vendor Closing (Yearly Activity)

- Get the whole vendor information from the web & open it in the excel.

- Sort out the entire vendor into irregular & regular vendor

- Get the payment history which was posted for 2 years.

- Open both info. in the excel & make a decision for closing, if any transaction does not occur for the last two years, have to in-activate the vendor in As400 not to make any error payment.

• Cash reconciliation

- For the half cash reconciliation, log into the Cyberbranch website & download all the in/out flow cash transaction from 1st to 15th current month.

• Fixed asset registration & follow up with month end closing.

• Physical counting for fixed assets.

• **Amway business shared service center bhd sdn Company (**Oct 2012 ~ Dec 2013)

* Gerneral ledger Department
* System used: AS400, Website for J.V, Cyberbranch, Hyperion( Oracle )
* Resignation reason: offered by one of amway entity in Korea “ABG North Asia” and recommended to be transferred as a member of Amway family.
* The number of documentation prepared in the migration project: 49 out of 120 General ledger department activities.

• Vendor Registration (Daily activity)

- Receive Request for registration of New vendor(Irregular,regular) through Web-based system from other department.

- Confirm all the necessary supporting document(bank account copy, Businese regitration certificate copy, bank chop certificate copy) from the requester.

- Check if any error information exist or not

- If correct, approve the request in the web & make the specific Vendor code(ex. V05248).

- log into AS400 & key in the command & register the vendor for financial record in the future.

• Vendor Closing (Yearly Activity)

- Get the whole vendor information from the web & open it in the excel.

- Sort out the entire vendor into irregular & regular vendor

- Get the payment history which was posted for 2 years.

- Open both info. in the excel & make a decision for closing, if any transaction does not occur for the last two years, have to in-activate the vendor in As400 not to make any error payment.

- If a vendor which is registered in 6 months period & does not have any transaction

• Cash reconciliation

- For the half cash reconciliation, log into the Cyberbranch website & download all the in/out flow cash transaction from 1st to 15th current month.

- For the month-end reconciliation, log into the Cyberbranch website \* download all the in/out flow cash transaction from 1st to 31th current month.

- Run AS400 to download the cash account ending balance & each transation history for the period.

- Reconcile all the transaction & if there are any not-settled transaction, Contact the PIC for the cash transaction & ask him to post the amount in the ledger.

- Check if there are overlapped posting for one transaction & Cancel the overlapped posting.

- Make sure all the cash account code ending balance are exactly the same with the ending balance of each company bank accounts.

• Fixed asset registration & accumulated depreciation & Residual value.

- Once received receiving report or Disbursement report, make a decision for whether to expense off or register as an asset.

- Make a journal in the web by referring to the details of fixed asset accounts and for the fixed asset, need to log into another web for fixed asset & register the asset to enable the website calculate the depreciation.

- Follow up with update for month end closing.

• Maintenance with the web " OASYS" account code(create,edit,delete), cost center code for each account, Personal corporate card bank account creation

• Maintenance with AS400 for any posting error - If a person faces an error in the course of posting, need to fix the info. which are made in the web since I have the authority to access to all the account code detail in AS400.

• Reconciliation of the account codes" Prepaid expense ex) rent, insurance...” “All the fixed asset account ex) furniture, leasehold, office fixture, land, machinery..., “cash account", " company investment accounts".

- Log into AS400 & Key in the command to see the ending balance for the each account and check the balance in AS400 is the same as the balance in the each account update excel

sheets.

- Once all the accounts are reconciled with AS400, print the excel sheet for manager's approval.

• Month-end reporting via Oracle

- Once all the finance people posted the accounts assigned to them, log into the AS400 & Close the current month posting to change the current to the next month.

- Once closed the whole ledger, Download income statement, balance sheet from AS400.

- Log in oracle " hyperion closing" & Proceed the steps to report the whole balance to the headquater in USA.

- For the last step “submission" , need to check each balance in Hyperion with each balance in Income statement & balance sheet which are retrieved from AS400 as a previous step.

• Physical counting for the fixed asset (Yearly)

- Download the whole fixed asset lists from the fixed asset management website & make excel sheets for each department.

- Email them with the due date for physical counting.

- Once received updated excel sheets from the whole department, Follow-up with the action needed & visit each department to check the results made are correct and if correct, get the CFO's approval.

• **ABG North Asia (**Dec 2013 ~ Feb 2014)

* Supply Chain Department
* System used: JDA Oracle
* Resignation reason: It was a great opportunity to be transferred to one of subsidiaries of Amway Group. However, My father passed away in Feb 2014. In this regard, I could not stay in Korea because of my mother living alone in Malaysia.

**EDUCATION**

* Bachelor of Applied Finance in Macquarie University, Sydney, Australia (**June 2006 ~ June 2009**)
* Buhung High School **(Mar 1998 ~ Feb 2001)**

**LANGUAGES SKILL**

* Native Korean
* Proficient in English

**SKILLS, LICENSES AND SPECIAL ACTIVITY**

* Skilled in Microsoft Office Suite (Word, Excel, and PowerPoint), Outstanding Internet Research Tools
* Military Service: Korea Army (Oct 2001 ~ Dec 2003)
* APICS International Channel: APICS Basics of Supply Chain Management

I hereby certify that the statements mentioned above are true and correct to the best of my knowledge and belief. **Hosoo Cheon**