# Contact Details



Name : Ibnuyazid Bin Zam Zam, ACCA, C.A.(M)

Email : [ibnuyazid@gmail.com](mailto:ibnuyazid@gmail.com)

Mobile No : +6019-224 0305

Address : No 9A Jalan Pandan Indah 1/23

Pandan Indah

55100 Kuala Lumpur

# Personal Particulars

Date of Birth : 7 June 1975

Gender : Male

Nationality : Malaysian

# Professional Membership

Sep 2013 Member, MIA (Malaysian Institute of Accountants)

Jan 2013 Member, ACCA (Association of Chartered Certified Accountants)

# Employment History

Experience level : Total 18 years of experiences

Company Name : Felda Global Ventures Shared Service Centre Sdn Bhd

Position Title : Accountant (Back Office)

Industry : Plantation – Shared Services Centre

Date Joined : Dec 2012 till present

Working Duration : Current

Reason of Leaving :

Work Description :

* Responsible to prepare full set of accounts for FGV SSC using SAP ECC 6.0 software and production of the company audited accounts in accordance with the approved accounting standards.
* Oversees the daily accounting activities and supervising an Accountant Trainee on various issues encounter during the daily work.
* Applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.
* Responsible for providing end-to-end internal financial support to ensure that SSC services are provided in an effective and efficient manner.
* Prepare SSC budgeting plan by consulting to SSC Lead, also maintain day-to-day cash controls through the approved budget plan.
* Accept, verify and process account payable invoices .
* Issue invoice to SSC customers based on service charging reports.
* Process and follow up account receivable.
* Responsible for petty cash and disbursement.
* To administer the payroll payment to ensure that employees are paid in an accurate and timely manner based on payroll report generated by back office HR.
* To maintain the accounting systems in order to ensure accurate records of all financial transactions and records within SSC.

Company Name : SapuraCrest Petroleum Berhad

Position Title : Accounts Executive (GL Team)

Industry : Oil & Gas

Date Joined : Mar 2006 till Apr 2012

Working Duration : 6 years 2 months

Reason of Leaving : Career break to concentrate on final ACCA paper

Work Description :

* Responsible to prepare full set of accounts for individual foreign companies (Singapore & Australia) using SAP R/3 software and production of the companies' audited accounts in accordance with the approved accounting standards.
* Responsible for preparing the 'Draft Accounts' for auditors review. To ensure it is accurate, complete and in accordance with the approved accounting standard.
* Responsible for filing lodgment of authorized audited accounts 1 month after AGM to ACRA (Accounting and Corporate Regulatory Authority, Singapore) via website and sent file to Singapore Company Secretary.
* Responsible to prepare monthly management accounts and analyze differences between actual versus budgeted.
* Responsible to prepare revenue and cost analysis by projects and ensure cost incurred within gross profit margin set and analyze variances.
* Prepare audit schedules on all balance sheet accounts, creditors and inter companies’ reconciliations.
* Responsible to prepare annual Business Plan/Budget within deadline.
* Responsible for quarterly submission for Good Service Tax (GST) to Inland Revenue Authority of Singapore (IRAS) on timely basis.
* Responsible for quarterly submission for Business Activity Statement (BAS) to Australian Tax Office (ATO) on timely basis.
* Responsible for updating daily cash book and monthly direct and indirect cash flow.
* Responsible for Fixed Assets ledger and related transaction on assets accounting.
* Responsible for daily financial transactions i.e.: check Purchase Order against invoices, coding, key-in into SAP R/3 systems and ensure its accuracy and process request for payment.
* Responsible to prepare journal vouchers for accruals, unrealized forex for bank, creditors & debtors, unbilled revenue, etc.
* Liaising with external auditor, tax agents and banks.

Company Name : Shell Malaysia Trading Sdn Bhd

Position Title : Accounts Executive

Industry : Oil & Gas

Date Joined : Mar 2005 till Mar 2006

Working Duration : 1 year contract

Reason of Leaving : End of 1 year contract

Work Description :

* Responsible for supervising asset verification and reconciliation exercise of assets at Shell petrol stations (throughout Malaysia) via documentations as accordance to The Sarbanes Oxley Act.
* Ensuring that asset recorded in its SAP fixed asset register reflect those in the physical custody. Whereby: reconciling the verification list against assets lists in SAP system for any discrepancies; Adjustments are made to correct discrepancies in asset listing using SAP system; Undertakes Asset Creation and Asset Retirement process for adjustment of asset listing in SAP.
* Checking and verify the accuracy, completeness and reasonable of the results of the asset verification and initiates the necessary following actions.
* Check assets verifier’s claim and make sure comply with company guidelines.
* Responsible for land reconciliation between SAP listing against title verification done by lawyer.
* Prepare analysis of assets for write off, write on and for adjustment.
* Monitor adjustment done by adjuster- make sure they are follows requirement.
* Managed people – 4 verifiers and 15 reconcilers.

Company Name : BP Asia Pacific (M) Sdn Bhd

Position Title : Accounts Executive

Industry : Oil & Gas – Shared Services Centre

Date Joined : Mar 2004 till Mar 2005

Working Duration : 1 year contract

Reason of Leaving : End of 1 year contract

Work Description :

* Do reconciliation of payroll accounts as well as general ledgers related to payroll.
* Provide provision of payroll related accounts such as bonus, share, retirement benefit, payroll cost and expatriate tax.
* Entertain query on payroll related accounts.
* Assist in data migration.
* Do Central Provident Fund (CPF) capping for normal employee and employee seconded to overseas.

Company Name : Sime Solutions Centre Sdn Bhd

Position Title : Accounts Supervisor

Industry : Automobile – Shared Services Centre

Date Joined : Sep 2001 till Feb 2004

Working Duration : 2 years and 6 months

Reason of Leaving : Better opportunity

Work Description :

* Supervised the migration of accounts department function from Singapore to Kuala Lumpur (shared service company for automobile division of Sime Darby Group).
* Supervising the daily and monthly accounting function of Performance Motors Limited of Singapore (a franchise holder of BMW in Singapore).
* Monitoring, reviewing and follows up on all schedules and work performed by vehicles division.
* Make sure all invoices are follows management decision.
* Prepares Dealer Commission schedules and make sure commissions are follows management decision, and process payment when documents are in order.
* Prepare and process refund for excess payment, deposits PARF rebate and miscellaneous.
* Checking of batch payment advice done via Standard Chartered Straits Thru Services (electronic banking).
* Prepare bank reconciliation (Standard Chartered).
* Monitoring debtors report and ageing reports. Give suggestion to Branch Manager for double and excess payment and amount due to customers.
* Managed people – 2 Accounts Receivables staff and 3 Accounts Payable staff.

Company Name : MBf-Peugeot Sdn Bhd

Position Title : Accounts Executive

Industry : Automobile

Date Joined : Aug 1996 till Sep 2001

Working Duration : 5 years and 2 months

Reason of Leaving : Offered a better opportunity

Work Description :

* Responsible to prepare full set of accounts for two local subsidiaries using PMDS Systems software and production of the companies' audited accounts in accordance with the approved accounting standards.
* Responsible for preparing the 'Draft Accounts' for auditors review. To ensure it is accurate, complete and in accordance with the approved accounting standard.
* Responsible to prepare monthly management accounts and analyze differences between actual versus budgeted.
* Prepare audit schedules on all accounts related to vehicles.
* Responsible to costing for Complete Knock Down (CKD) & Complete Build Up (CBU) cars and ensure cost incurred within gross profit margin set and analyze variances.
* Conduct monthly stock take on completely built up cars and surprise stock count on spare parts and accessories with stock location reports.
* Responsible to prepare annual Business Plan/Budget within deadline.
* Responsible for Fixed Assets ledger and related transaction on assets accounting.
* Liaising with external auditor, tax agents and banks.
* Conduct annual fixed assets verification of company assets and reconciling to the physical units/items available.
* Compute corporate tax for year-end financial statement. Prepared expenses analysis schedules for tax purposes and verify corporate tax prepared by company’s tax agent and make sure submission of corporate tax return are made promptly. Processed payments for tax liability and ensured deadlines are met.
* Managed people – 1 Accounts Assistant.

# Qualification

**Highest Education**

Major : ACCA - Association of Chartered Certified Accountants

University : FTMS College, Kuala Lumpur

Grade : Passed - ACCA Member

Started Date : July 2007

Graduation Date : August 2012

**Second Highest Education**

Major : Diploma in Accountancy

University : University Technology MARA (UiTM), Segamat, Johor

Grade : CGPA 3.02/4.00

Started Date : July 1993

Graduation Date : June 1996

# Certification & Training

31 Oct – 1 Nov 2013 : Key Accounting Topics Affecting FGVH and Regulatory Updates

28 Oct – 30 Oct 2013 : Seminar Pengenalan Perlindungan Takaful Untuk Syarikat Kumpulan Felda Global

18 Jan – 19 Jan 2010 : Recent Development in Malaysian Financial Reporting Standards (ACCA)

27 Aug – 29 Aug 2007 : Interpersonal & Work Communication Skills

1 Oct – 2 Oct 1997 : Microsoft Excel Advanced

12 Dec – 16 Dec 1993 : Kursus Bina Negara, anjuran Biro Tata Negara

# Skills

• Excellence Microsoft Excel skill including Pivot Table, vlookup, sum if, charts, simple VBA.

• Good Microsoft Outlook, Word and PowerPoint.

• More than 9 years of SAP ECC 6.0 & R/3 skill for full set of accounts & assets accounting.

• Developed interpersonal and communication skills, having dealt with a diversity of professionals, clients and staff members.

• Act as a first focal point for Accounts Department PC & software problem/

troubleshooting.

# Additional Information

Expected monthly salary : RM9,500 (Negotiable)

Last drawn monthly salary : RM6,960

Availability : 1 month notice period

# Reference

1. Name : Ms. Koh Yoon Len

Telephone No : 019-351 3153

Email : kohyl@sapurakencana.com

Position : Deputy Senior Manager - Finance

Relationship : Former reporting manager

2. Name : En. Zainal Khamis Mohamed Ghazali

Telephone No : 012-227 1541

Email : zainalkhamis@sapurakencana.com

Position : Head of Operation Finance

Relationship : Former head of operation finance (subsidiary)