

NOR IDHAM BIN ABDUL RASHID

No.118, Jalan Saga 3, Taman Saga, 09000 Kulim, Kedah
idham_rashid92@yahoo.com.my
17 June 1992, 920617-02-5753(NRIC)
013-5972559



Objective

To use my knowledge and experience with the intention of securing a professional career alongside opportunities for challenges and career advancement, while gaining new skills and expertise.

Education

- | | |
|------------------|---|
| 2011-2015 | Bachelor of Accountancy with Honours
<i>Universiti Sains Islam Malaysia (USIM)-Nilai, Negeri Sembilan</i>
<i>CGPA- 3.62</i> |
| 2010-2011 | Tamhidi of Accounting and Muamalat (Matriculation)
<i>Universiti Sains Islam Malaysia (USIM)-Nilai, Negeri Sembilan</i>
<i>CGPA-3.33</i> |
| 2008-2009 | Sijil Pelajaran Malaysia (SPM)
<i>Sekolah Menengah Kebangsaan Agama (SMKA) Baling-Kedah</i>
<i>SPM's Result- 10 A's 1B</i> |
| 2005-2007 | Penilaian Menengah Rendah (PMR)
<i>Sekolah Menengah Kebangsaan Agama (SMKA) Baling-Kedah</i>
<i>PMR's Result-8A's 1B</i> |

Work Experience

**2016- 2017
(March 16'-
Current)**

***Accounts Payable Specialist: AP Customer Service
Intel Microelectronics (M) Sdn. Bhd.***

- *Supported EMEA countries pertaining AP queries.*
- *Resolved troubleshooting issues on average 500 tickets/month to meet the objective of on-time payment.*
- *Stakeholder management as the CS L2 by collaborating with supplier, business group and purchasing teams on complex issues related to payment. In average 200 queries/month covering 42 countries under EMEA region.*
- *Drove effective root cause analysis on issue, derived post mortem and proposed solutions (long-term and short-term) to mitigate repetitive issue (financial) and business impact.*
- *Appointed as part of Payment Acceleration Management (PAM) team to support on stakeholder escalation related to business interruption, shipment on hold etc.*
- *Performed account reconciliation on various documents from supplier to ensure the status of supplier's invoice is up-to-date and able to be advised accordingly.*
- *Advised on double entry adjustment to be made by AP process due to internal error.*

Project Accomplishment

- *Revised threshold matrix for Debt Collector.*
- *Improved the process to ensure its support in current business needs.*
- *Supported Sensitive Supplier Monitoring process.*
- *Involved in identifying the right sensitive supplier list to ensure better monitoring.*
- *Appointed as part of M&A support team on McAfee in Get Well Plan Phase.*

**October
'15 -
March '16**

***Accounts Payable Specialist: Control and Compliance
Intel Microelectronics (M) Sdn. Bhd.***

- *As a control & compliance member in supporting voucher verification covering legal entities under Malaysia Shared Service Centre (MSSC).*
- *Proactively identified duplicate payment issues, posting errors, and financial risk issues to mitigate incorrect payment to supplier.*
- *Ensured that invoice process adheres with AP validation criteria.*

2015

**(January –
July)**

Accounts Receivable (AR) Internship Trainee

First Solar (Malaysia) Sdn. Bhd. – 3 Months (Jan-March)

- *Supported AR team in cash reconciliation.*
- *Ensured that the nature of fund and GL accounts are correctly identified before the clearing/allocation performed.*
- *Supported intercompany transaction by clearing the transfer between entities.*
- *Assisted in HRDF cash clearing received.*

Accounts Payable (AP) Internship Trainee

First Solar (Malaysia) Sdn. Bhd. – 3 Months (April-July)

- *Performed invoice processing for various countries under Shared Service Center*
- *Charged expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.*
- *Tax treatment/impact for various countries during recording an invoice.*
- *Accomplished accounting and organization mission by completing related results as needed.*
- *Processed around 1000 to 1200 freight, goods receipt, and service invoices per month*

Extra~Curricular Activities

2014

ENACTUS Malaysia National Competition

Quarter Final Stage- Public Relation Committee

Islamic Convention of Entrepreneurship 10

Final Year Project- Public Relation for Concert Event

CIPTA Patriotic Festival Competition

Song-making – Participant

2013

National University Choir Competition

Consolation

JA Business Ethics Boot Camp

Exxon Mobil- Participant

PNB 1 Malaysia Investment Quiz Competition

Participant

National Economics Students Conference

International Islamic University of Malaysia- Participant

USIM Inter-Faculty Scrabble Competition

Consolation

Skills and Abilities

Language	Fluent in written and spoken English, Malay and Arabic (Intermediate)
Computer skill	SAP FICO (ERP Software), UBS Accounting Software, Microsoft Word, PowerPoint, and Excel
Accounting Skills	Team-oriented, attention to detail, thoroughness, organization, analyzing information, accounting, PC proficiency, data entry skills, general math skills