Last Updated: 24 Apr 2017

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| Expected Salary :  **MYR 10,000** | **Sook Yen Ng**  Finance Manager at Diagraph Corporation Sdn Bhd (Previous)   |  |  | | --- | --- | | Experience | 11 years | | Previous | Compliance Accountant  Nabors Drilling International Limited | | Education | University Tunku Abdul Rahman  Bachelor's (2005) | | Nationality |  | | PR |  | | Mobile No. | 0163334329 | | Email | syngs2cy@yahoo.com | | Age | 33 years old | | Location | Shah Alam | |

**Experience**

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| Dec 2016 - Apr 2017  (4 months) | **Finance Manager**  Diagraph Corporation Sdn Bhd  Industry Others  Position level Higher Sec  Monthly Salary MYR 8,500  1. Be a business partner to Regional Business Manager like providing analysis for sales analysis, and other operation matters.  2. Overseeing finance and operations team to ensure daily transactions are running on time and smoothly.  3. Ensure compliance with all statutory and internal procedures/requirements for Finance and reporting.  - Statutory compliance like annual returns, audited report, tax return.  - Internal report like monthly management account, budget, forecast and others US requirement report.  4. To make decision for any operation like billing, logistics, finance and admin matters.  5. To be HR manager in the office to process payroll, maintain leave records, maintain staff benefits and others related to HR matter.  6. Be a project manager for IT implementation of ERP accounting system (from convention accounting system to ERP accounting system)  7. To liaise with banker, auditors, tax agent, company secretary to comply with all the statutory requirements.  8. To liaise with internal audit on policy audit, internal financial audit, and also environment health and safety audit.  9. As a controller in the company to make sure all the operations done with the right policy.  10. Implementation SOP for the company to make sure smooth operations. |
| Jul 2014 - Dec 2016  (2 years 5 months) | **Compliance Accountant**  Nabors Drilling International Limited  Position level Cerf/Dip  Responsible:-  1. Updating weekly cash report to HQ in US for Australia, Papa New Guinea, Malaysia, Brunei and Singapore cash position.  2. Liaise with all countries banking matters like change of bank signatories, closure of accounts, bank guarantees and all other banking related matters.  3. Liaise closely with company secretary for all the relevant matters with HQ and local company secretary like annual fillings, board resolution on business activities and etc.  4. Liaise with lawyer closely on court cases matters, power of attorneys and etc.  5. Liaise with external and internal auditor on the yearly audited financial statements compliance with local or international accounting standards. Prepare all the necessary audit schedules to auditor to perform audit field works as requested by auditor.  6. Liaise with tax agent on for annual tax returns, estimated tax estimations, tax refund matters comply with countries income tax act like Malaysia Income Tax Act 1967, Labuan Offshore Business Activity Tax Act and etc.  7. Comply and submit all indirect taxes like GST, withholding Tax, Expat Taxes and etc.  8. To lead and implement the Malaysia GST in the company.  9. To coordinate the transfer pricing for the group.  10. To implement and improve petty cash policy in the company and act as petty cash custodian in the company.  11. To clean up the company balance and settle all the unsolved brought forward issues for deregistration of inactive companies.  12. Responsible for monthly balance sheet reconciliation. Resolved unclear balance sheet items and posting the adjustment into system to make sure all unclear items are analysed.  13. Work close with HQ to make sure they are aware all the local requirements to run the business smoothly.  14. Assisting AP Accountant to resolve all the problematic vendor’s matter.  15. Handle with all the office matters like tenancy agreement, handover and reinstatement of office units and expatriates accommodation.  16. Assisting supervisor to analyse monthly management accounts. |
| Oct 2010 - Jun 2014  (3 years 8 months) | **Accounts Manager**  Toshiba Tec Malaysia Sdn Bhd  Position level Cerf/Dip  I have joined Tele Dynamics Sdn Bhd since Oct 2010 as Senior Accounts Executive.  I have promoted to Assistant Accountant in Oct 2012 and I have promoted to Accounts Manager in March 2014.  -Manage and monitoring of company cashflow and forecast cashflow on day to day basis. (Monthly collection at least RM15m)  -To manage the funding for repayment of banker acceptances, loan repayments, scheduled payment to main suppliers and others operating expenses.  -Liase with banker on the company's banking facilities matters like facilities granted to the company, Banker Acceptance, Bank guarantee, Letter of credit and all other related banking issues.  -Hedging of forward forex contract and spot forex contract to make payment to oversea suppliers.  -Reconciliation of Company's Accounts like bank account, debtors, creditors and others balance sheet related accounts.  -Preparation of management report, financial statements and reports requested by management.  -Direct liase with tax agents and auditors on the yearly statutory submission.  - Coordinate for tax projects like GST, Tax Risk Review and also statutory compilation like yearly tax estimation submission, tax computation and etc  -Data entry and reconcilation in Accounts Receivable.  -Preparation and issuance of payments to suppliers and staffs.  -Preparation in Departmental P&L with more than 7 divisions and involved in preparation of yearly budget for departmental P&L and company.  -Analysis and commenting on the sales and service breakdown to CEO and director  -Knowledge in Windows accounting system like ERP system. |
| 2006 - Sep 2010  (4 years 8 months) | **TAX & AUDIT SEMI SENIOR 2**  KHOO WONG & CHAN  Position level Asc Degree  - Handle a whole tax department in the office and lead assistant to comply our company's goal.  - Assist client to dealing with IRB officer on tax matters such as appeal on mistatement of tax return, tax refund and other tax matters.  - Advising client on the tax matters and also assisting in tax planning.  - Handle full set of client's accounts for auditing, such as investment holding company, dormant company, trading company and others.  - Compliance financial statements for individual client for submission of tax return yearly.  - Knowledge on partly company secretary works such as preparing resolution, documents needed from client on certain matters, filing of annual return.  - Assistance in keying in company's accounting transaction, such as billing and collection by using ACCPAC software and also UBS software.  - Issuance of official receipt, billings, payment voucher and documentation works.  - Auditing on trading company with turnover less than 1million per year.  - Audititng on Investment Holding company with holding at least two properties.  - Assisting in outside audit for construction and property development company with the turnover more than 10million.  - Assistance in admin works like purchase office equipments.  - Assistance client in filing of form E and advising on other admin works.  - Preparing trading company's full set account with turnover above 3 million in a year.  - Preparing construction company's full set account with turnover up to 2 million.  - Preparing investment holding's full set account with turnover more than 100,000 in a year.  - Preparing services provided company's full set account with turnover more than 50,000 per year. |
| 2002 - 2003  (1 year) | **Account Clerks**  Region Surface System Sdn Bhd  Industry Cerf/Dip  Position level Asc Degree  Key in daily transaction such as sales, pucharses, expenses and others related accounting transactions.  Issuance cheques to suppliers, company's car loan, and also others payments.  Monthly internal stock take.  Filing of all accounting documents.  Preparation of monthly statement to debtor for collection. |

**Education**

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| 2005 | **University Tunku Abdul Rahman**  Bachelor's  Major Accounting  Grade Cerf/Dip |

**Skill**

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| Intermediate | ERP Accounting System, Microsoft Office(such as excel,word&etc), Oracle Acounting System, Smartview and Hyperion System, UBS accounting system |
| Beginner | ACCPAC Accounting System |

**Languages**

**(Proficiency level: 0 – Poor, 10 - Excellent)**

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| Language | Spoken | Written | Relevant Certificates |
| Secondary Sch | 8 | 8 | - |
| - | 6 | 7 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary MYR 10,000

Preferred Work Location , ,

Other Information

Career Goals:

To manage and meet the deadline on all necessary finance tasks, improve on company's procedures and policy and achieve the company's objectives.

**About Me**

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| --- | --- |
| Gender | Female |
| Telephone Number | (+60) 03-33445209 |
| Address | 52, Jalan Setia Impian, Seksyen U13/2Q, Shah Alam, 40170, |