CURRICULUM VITAE



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**CAREER OBJECTIVE**

Financial management professional, worked almost 20 years in financial positions, playing key role in preparing senior management strategic plans, providing financial analysis and leadership. Implemented balanced and sound strategies while ensuring financial sustainability.

**CORE BUSINESS COMPETENCIES**

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| - Executive Leadership | - Expense Planning & Control | -  Budget Preparation & variance analysis |
| - Account Reconciliation | - Financial Analysis | -  Cash Flow Forecast |
| - Office Management | - Tax Planning | -  Payables & Receivables |
| - Tender Documentation | - Selection & Recruitment | -  Performance Appraisals |
| - GST implementation | - Individual tax | -  Internal Control |

**ACHIEVEMENT**

* Appealed and recomputed tax for 5 years tax revision for Kelab Golf Perkhidmatan Awam Malaysia. LHDN agreed with the recomputed tax figure and reduced the Club's tax by RM487,162.80.Subsequently, LHDN refund overpayment of tax by RM791,347.75
* Appealed for penalty reduction on late payment of service tax to Custom. Custom agreed to waive 50% penalty and subsequently refund RM429,345.20
* Smooth implementation of GST system
* Liaison with LHDN personnel during tax investigation exercise and successfully close the case.

**PROFESSIONAL EXPERIENCE**

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| 1. | **CLUB** | **:** | **Kelab Golf Perkhidmatan Awam Malaysia, Kuala Lumpur** |
|  | **INDUSTRY** | **:** | **Golf & Recreation** |
|  | **DURATION** | **:** | **4 years** |
|  | **SALARY** | **:** | **RM8,000.00** |
|  | **POST** | **:** | **Admin & Finance Manager (Head of Accounting & Admin Department which consist of Accounting section, Membership Section, HR section and Admin Section)** |
|  | **RESPONSIBILITIES** | **:** | **Annual Report & Financial Reporting**   * Prepare and liaison with external auditor on audited financial statement. * Prepare write up for business performance * Assist in preparing annual report to be submitted to the Club's members     **Budget**   * Prepare annual budget to be presented to the General Committee   **KGPA's Committee Meeting**   * Prepare financial report or reports requested by Management to be presented to The General Committee Meeting * Prepare minute of the meetings   **Annual/Extraordinary General Meeting**   * Coordinate the Annual General Meeting or Extraordinary General Meeting   **System Implementation**   * Plan, supervise Implementations and tested fixed asset system and GST system to ensure the upgraded systems met requirement.   **Membership accounts**   * Ensure all transactions with members are updated timely before closing month end account. * Notify members on monthly end balance every month. * Informed management on member's aging and action to be taken for credit control exercise.   **Training**   * Train and expose staff on the basic accounting system and membership system. |
| 2 | **COMPANY** | **:** | **Michigan Properties (M) Sdn Bhd and Tar Villas Management Sdn Bhd** |
|  | **INDUSTRY** | **:** | A property developer company and service management company |
|  | **DURATION** | **:** | 4 August 2007 – 31 May 2013 |
|  | **SALARY** | **:** | RM6,000.00 |
|  | **POST** | **:** | **Finance Manager** |
|  | **RESPONSIBILITIES** | **:** | **Assistant Project Management**   * Assisting directors in managing property development project at TAR Villas Ampang * Evaluate tender and quotations, and recommend selection of contractors to award contract * Supervise bi weekly consultants and contractors meeting and ensure that both consultants and contractors completed jobs according to instruction given during the meeting * Liaise with local authority in order to obtain approval for |
|  |  |  | **Quantity surveyor**   * Evaluate cost submitted by contractors and recommend payment to each contractor. * Issue instruction to Architect to issue Certificate of payment once directors approved payment recommendation * Carried out site measurement to ensure contractors’ claims are tallied with actual construction stage.   **Taxation and tax planning**   * Liaise directly with Inland Revenue Investigating officer and prepare documentations as requested by Inland Revenue. * Prepare appeal letter and arrange meeting with Inland Revenue director for discount. * Prepare yearly tax estimation. * Advice directors on tax issue   **Personal Taxation**   * Prepare 7 years Capital statement for directors as requested by Inland Revenue. * Liaise directly with Inland Revenue’s investigating officers * Assist director in submitting yearly income tax.   **Residential manager**   * TAR Villas residents consists of successful business elites, politicians, professionals and expatriates. * Liaise with TAR Villas’s residents with regards to security and neighborhood issues. * Manage common area   .**Daily operation**   * Review, enhance and implement finance policy and internal control procedure * Process, validate and approve payment and receipt vouchers * Monitor account payables and receivables * Ensure all expenses are properly taken up, supporting documents are attached for verification and the expenses and revenue are booked into proper accounts * Review and verify salary expenses, ensure payment to KWSP, SOCSO, LHDN & zakat are paid within the time frame.   **Financial reporting**   * Prepare yearly financial statement to be audited by auditor * Liaise with external auditor from beginning of audit process until finalization of accounts.   **Financial planning**   * The RM27million tar villas project cost was self financed by directors/ shareholders and purchasers. * Advice directors on amount of financial required from time to time, ensuring all contractors are paid timely. |
|  |  |  | * the project. The local authorities include Majlis Perbandaran Ampang Jaya, Syabas, Tenaga Nasional and Telekom * Check building defects and instruct contractors to rectify them |
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| 3 | **COMPANY** | **:** | International Centre for Education in Islamic Finance  (Incorporated March 2006) |
|  | **INDUSTRY** | **:** | An education company which is funded by RM500m endowment from Bank Negara Malaysia |
|  | **DURATION** | **:** | 1 July 2006 – 3 August 2007 |
|  | **SALARY** | **:** | **RM5,000.00** |
|  | **POST** | **:** | **Finance Manager** |
|  | **RESPONSIBILITIES** | **:** | **Fund management**   * Negotiate the best rate of return with Banks for placement of fund in special investment account as when required. * Liaison with bankers for all matters pertaining to fund management.   **Accounts**   * Plan, evaluate and implement UBS computerized accounting system * Plan, evaluate and execute suitable chart of accounts   **Budget**   * Design budget process, plan, implement, supervise and consolidate budget requirement for year 2007 (first year detail budget) * Assist and advice the management during budget review * Prepare final budget report for tabulation to Finance Committee and Board of Director for approval * Monitoring of approved budget allocation to ensure efficient used of funds based on the approved limit.   **Daily operation**   * Review, enhance and implement finance policy and internal control procedure * Process, validate and approve payment and receipt vouchers * Monitor account payables and receivables * Ensure all expenses are properly taken up, supporting documents are attached for verification and the expenses and revenue are booked into proper accounts * Review and verify salary expenses, ensure payment to KWSP, SOCSO, LHDN & zakat are paid within the time frame.   **Financial reporting**   * Drafting first year financial statement to be audited by auditor * Liaise with external auditor from beginning of audit process until finalization of accounts. * Prepare monthly management account to be submitted to Bank Negara Malaysia, Finance Committee and Executive Committee   **Taxation**   * Liaise with LHDN for all matters regarding tax, namely request for tax exemption, registration, tax appeal letter.   **Banks**   * Liaison with banks for opening bank accounts such as current account, overdraft account, special investment account and foreign bank account. * Liaison with bank for implementation of internet banking, credit card facilities and on-line payment. * Monitor and verify inter company transfer of funds both in local and oversea banks (payment of staff salary/honorarium). |
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| 4 | **COMPANY** | **:** | Newlake Development Sdn Bhd (Group companies) |
|  | **INDUSTRY** | **:** | A property developer company with a diversified business such as in oil palm plantation, logistic and warehousing |
|  | **DURATION** | **:** | **2003 - 2006** |
|  | **POST** | **:** | **Group Accountant** |
|  | **RESPONSIBILITIES** | **:** | **Daily operation**   * Process, validate and approve payment and receipt vouchers * Monitor account payables and receivables * Ensure all expenses are properly taken up, supporting documents are attached for verification and the expenses and revenue are booed into proper accounts   **Accounting work**   * Review and analyses monthly profit and loss accounts submitted by associate companies * process until finalization of accounts. * Prepare amalgamation accounts * Review consolidated account prepared by auditor in draft accounts   **Taxation for both Malaysian government and Australian government**   * Prepare tax estimation for all companies in the group and submit to directors for approval. * Prepare form CP204 are and submit to LHDN. * Review tax estimation with actual performance after 6/9 months period. Propose revise tax estimation if necessary and submit form CP204A. * Liaise with LHDN’s officer on issues related to tax such as prepare tax appeal letter, request for tax refund and tax credit. * Prepare form C and R (income tax return) for semi active companies. * Liaise with tax agent on tax issue rate * Prepare and submit quarterly good service tax statement to Australia’s Tax Authority. * Prepare good service tax computation under margin scheme method and advice director accordingly on how much tax to be paid for each unit of property sold in Australia. |
|  |  |  | **Banks**   * Liaison with banks for opening bank accounts such as current account, overdraft account, term loan account, housing development account and foreign bank account. * Liaison with bank on loan restructuring such as request for loan extension, request for reduction in interest rates, settlement of loan account and refinancing loan. * Monitor and verify inter company transfer of funds both in local and oversea banks.   **Legal**   * Liaison with lawyer on loan documentation and discharge of security upon settlement of loan account. * Liaison with lawyer on sale and purchase agreement on both properties sold and properties purchased. * Liaison with lawyer on issue related to business operation.   **Corporate matter**   * Liaison with company secretary corporate matter such as on appointment of directors and resignation of directors, group restructuring (creation of holding and subsidiaries companies), formation of new company, increased in authorized and paid up capital and submission of companies’ annual return.   **Others**   * Set up computerized accounting system in new establish companies. * Monitor director’s personal investment such as opening CDS account, transfer shares and review statement from Bursa Kuala Lumpur. * Liaison with local authority for approval of company project. * Liaison with property agent for property valuation and property rental. * Fixed asset management. Ensure all properties are properly insured, quit rent, assessment fees, Indah Water bills and property service maintenance are paid on time. |
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| 5 | **COMPANY** | **:** | **Arthur Anderson and Ernst & Young Chartered Accountants** |
|  | **INDUSTRY** | **:** | One of big four audit firm |
|  | **DURATION** | **:** | September 1999 – October 2001 |
|  | **POST** | **:** | Senior Associate |
|  | **RESPONSIBILITIES** | **:** | **Statutory Audit**   * Manage audit and accountancy works * Draw chart on clients approval and procedure policy for asset purchase, expenses and revenue and conduct samples on these activities randomly to ensure practical purchase of assets, expenses and revenue recognition is carried out according to companies’ manual policy. Highlight to client management on findings. * Plan, monitor and supervise works carried out by audit juniors * Train audit juniors to upgrade their audit work quality and techniques * Review company’s secretarial books such as minutes books and directors books. * Prepare Amalgamation and consolidation accounts. * Conduct audit in both public listed companies and non- public listed companies in following industries: * Oil palm Plantation * Gas and Petroleum industries * Fleet * Bonds, Unit Trusts and Retirement Scheme * Manufacturing industries * Non-profit organization * Health Care (Pantai Medical Group)   **Taxation**   * Prepare tax computation * Fill in tax return for clients   **Other special job exercise**   * Balance sheet, cash flow and profit forecast review for companies going to be listed * Involve in due diligence exercise for a company takes over another companies. * Involve in high level review exercise involving government subsidiaries and proposed for debt restructuring exercise. * Involve in payroll investigation activity for client to ensure payment to staff is properly authorized, checking human resource system to ensure calculation on overtime and allowance are according to requirement and prepare report based on findings * Involve in special review on client performance and make recommendation on how to improve business activities. |

Education Qualifications

**proffesional Membership**

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| * Malaysian Institute of Accountants - MIA |
| * Association of Certified Chartered Accountants (UK) - ACCA |

**DEGREE**

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| * Bachelor of Accountancy from University of Dundee, Scotland   (Second Class Honours Upper Division) |
| **COLLEGE** |
| * A Level program at PPP ITM Shah Alam with 2As & 1B |
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| **SECONDARY SCHOOL** |
| * Maktab Rendah Sains Mara Terendak , Melaka |
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Additional Skills

* Accounting system
  + Qisolf
  + IPOS
  + UBS
  + MYOB
* IT skills
  + Microsolf Words
  + Microsolf Excel
  + Microsolf Power point