**CURRICULUM VITAE**



WONG SUE YAN @ RICKY

## PERSONAL PARTICULARS

**Address:**

Lot 3, Simpang Rumah Putih,

Kg Sg Buton, Jalan Bebuloh,

87000 WP Labuan.

**Tel [mobile] :** 010-2200073

**Email :** [rickywsy@hotmail.com](mailto:rickywsy@hotmail.com)

## Date of Birth : 16 July 1985 Marital Status : Married

## Gender : Male Race : Chinese

## Age : 32 Nationality : Malaysian

**IC. No :** 850716-12-5441 **Religion** : Christian

## EDUCATIONAL BACKGROUND

**Professional : 2017**

**Qualification** : Unit Trust Consultant, FIMM

**Professional : 2009-Present**

**Qualification** : CPA Australia

**Field of Study**  : Accounting

**Subject passed** : Financial Reporting

Strategic Management Accounting

Ethics and Goverance

Advanced Audit and Assurance

Financial Risk Management

Global Strategy and Leadership

**Tertiary : 2004-2008**

**Name of University :** Victoria University Australia

**Location :** Sunway, PJ, Malaysia

**Level :** Bachelor of Business - Accounting

## EDUCATIONAL BACKGROUND (cont’d)

**2003-2004**

**Name of Institution :** Sunway College

**Location :** Sunway, PJ, Malaysia.

**Level :** Monash University Foundation Year (MUFY) certificate

**Field of Study :** Business

**Secondary : 1998-2002**

**Name of School :** Sekolah Menengah Kebangsaan St.Patrick

**Location :** Tawau, Sabah

**Level :** - PMR- 5 As (2000)

* SPM- 8 As (2002)

**Primary :**  **1992-1997**

**Name of school :** Sekolah Rendah Jenis Kebangsaan Sin Hwa

**Level :** - UPSR- 4As (1997)

# COURSE ATTENDED

2017 - Mutual Fund Seminar

2016 - Seminar GST

2014 - ISO Training

2013 -Fast Closing of Monthly & Year End Accounts

# WORKING EXPERIENCE

**Mar 2015 – Present --- Lazenda Development Sdn. Bhd. (Labuan)**

**Fung Hing Sdn. Bhd. (Labuan, KK & Miri)**

**Bestvic Sdn. Bhd. (Labuan)**

**Pulau Salak Quarry Sdn. Bhd. (Kuching)**

**--- Manager, Finance**

Responsibilities:

* Monitor, review, supervise and perform guidance to all staffs.
* Maintain full set of accounts according to GAAP & MPERS.
* Improve the standard operating procedures and internal control on financial reporting.
* Computerisation of accounting system, including invoicing, stock records, Account Receivables & Payables, Payroll and etc, to optimize efficiencies.
* Develop and implement GST system, and provide related training to finance staffs.
* Prepare monthly payroll.
* Liaise with external auditor, bankers, lawyer and other parties related to business expansion.
* Dealing with government authorities for investigation of income tax and GST.
* Monitor the cash flow for daily operation and prepare relevant documents for decision-making.
* Direct, monitor and review all documents related to trade financing and bank borrowings.

# WORKING EXPERIENCE (cont’d)

**May – Jun 2017 --- G & E WORLDWIDE INC. (Labuan)**

**--- Part-time**

Responsibilities:

* Prepare full set accounts.
* Advise to Directors for improvement in internal control and standard operating procedures.
* Liase with external auditors & secretary.

**Aug 2014 – Feb 2015 --- Labuan Shipyard & Engineering Sdn. Bhd.**

*(subsidiary of Radimax Group Sdn. Bhd. and SapuraKencana Petroleum Berhad)*

**--- Assistant Manager, Finance**

Responsibilities:

1. Financial Reporting:

* Monitor, supervise and perform guidance to finance staffs.
* Maintain full set of accounts and review posting of accounts according to construction accounting requirements.
* Monitor and review the workdone from staffs.
* Prepare monthly EXCO report.
* Improve the standard operating procedures and internal control on financial reporting.

1. Account Receivables:

* Assure timely collection of monies due to corporation.
* Assure timely and accurate invoicing.
* Assure that the companies standard template regarding invoice sample is in place for every customer
* Make recommendations to improve quality of invoicing and collection procedures.
* Review weekly report of invoicing totals/aging totals/cash receipts/invoice adjustment.

1. Treasury:

* Understand, manage, supervise in all aspects of cash flow.
* Monitor the cash flow for daily operation and prepare analysis for decision-making.
* Forecast daily cash requirements and execute daily financing decisions.
* Manage all aspects of In-house investment portfolios and short-term investment.
* Direct, monitor and review all documents related to trade financing and bank borrowings.
* Manage short-term investment to maximise income.
* Develop and implement cash management systems to optimize efficiencies.
* Manage relationships with financial service providers.
* Monitor bank service fees and address quality issues.
* Conduct benchmark studies of banks and their services which suitable to company.
* Recommend, implement and maintain process improvements.

1. Internal Audit:

- Perform audit on the compliance of company policy and departmental’s standard of operating procedures according to ISO.

- Prepare audit report and provide guidance/advice to the head of department for improvement in their standard operating procedures and compliance.

# WORKING EXPERIENCE (cont’d)

**February 2013 – July 2014 --- Ambassador Hotel, Labuan**

*(wholly owned by Leisure Beam Sdn. Bhd.)*

**--- Head of Accounts**

Responsibilities:

* Monitor, supervise and perform guidance to account staffs and HR department.
* Maintain full set of accounts and review posting of accounts.
* Monitor and enforce the implementation of standard operating procedures and compliance of company policy.
* Review and improve the effectiveness of the internal control of revenue and petty cash cycle.
* Monitor compliance of credit policy and procedures and ensure prompt customer’s payment.
* Conduct credit evaluation of new customer.
* Review and communicate with IT personnel to enhance the function of computer application, such as booking system, for internal control purposes.
* Preparation of monthly management report, financial performance and analysis to Director.
* Prepare montly payroll.
* Monitor the cash flow of daily operation and prepare analysis for Director’s decision-making of future business expansion.
* Liaise with external auditor, bankers, lawyer and other parties related to business expansion.

**Jan 2010 – Dec 2012 --- Baker Tilly AC (Chartered Accountants) (Bangsar, KL)**

(*formerly known as Moore Stephens AC)*

**--- Executive Senior**

Responsibilities:

1. Assurance:

* Team leading, planning, scheduling and conducting audits of SME companies to listed companies and MNC.
* Completing or participating in a wide range of audit assignments, covering industries such as services, trading, manufacturing, property development and construction.
* Preparing audit reports in compliance with FRS reporting standards.
* Meeting clients occasionally for discussion on improved methods of financial reporting.
* Assessing to risk of the companies to understand on the weaknesses of the audited companies.
* Leading a team and provide guidance to team members.

1. Financial due diligence:

* Perform financial analysis, including fluctuation, trend, and variance analysis.
* Review cash flow projection and budgeting control.

1. Internal control:

* Performing/Assisting in audit assignments covering controls over the firm’s operations infrastructure, risk assessment and enhancing the control environment.
* Review and advise clients on the effectiveness and efficiency on internal controls which covering financial, human resources, risk management and internal audit department.
* Reviewing on Statement of Internal Control (SIC) and internal audit report for listed companies.

# WORKING EXPERIENCE (cont’d)

1. Tax:

- Preparation of tax computation and other reconciliation required in the disclosures of financial report.

**February 2009 – January 2010 --- GEP Associates (Chartered Accountants)**

*Member of AGN International*

**--- Audit Assistant**

Responsibilities:

(i) Assurance:

* Planning, scheduling and conducting audits of SME companies to listed companies.
* Completing or participating in a wide range of audit assignments, covering industries such as services, manufacturing, construction, retail and tradings.
* Preparing audit reports.
* Leading in less complex audit assignments.
* Meeting clients occasionally for discussion on improved methods of financial reporting.

1. Tax:

* Preparing tax computation and calculate deferred tax for companies.

1. Accounting

* Performing book-keeping for sole proprietors and SME companies.

**April 2003 – August 2003 --- Ernst & Young (Chartered Accountants)**

**--- Audit Trainee**

Responsibilities:

* Preparing audit planning and procedures for medium-sized entity and listed company.
* Auditing full set of account of small-sized entity.
* Communicating with client on accounts and audit.

### SKILLS AND STRENGTHS

**Computer Skills**

Microsoft Word

Microsoft PowerPoint

Microsoft Excel

ProSystem FX Engagement (Audit)

UBS (Accounting)

Autocount (Accounting)

Infor (ERP)

**Language Proficiency**

**Spoken Written**

English English

Bahasa Melayu Bahasa Melayu

Mandarin Mandarin

Cantonese

Hakka

### EXTRACURRICULAR ACTIVITIES

**Secondary School**

Staff Sergeant of the Boys’ Brigade Malaysia

President of Service Centre

Treasurer of Boys’ and Girls’ Brigade Society

Committee member of Chinese Society

### ACADEMIC AWARD

**University**

JPA (state government) scholarship

**Primary School**

2nd place award of Sabah Group Mathematic Competition

### PERSONAL SKILLS / PERSONALITIES

Leadership & responsible

Observant & logical thinking

Good analytical skill

Willingness to learn new things

Teamwork and interpersonal skill

Research skill

Good adaptability to new environment and different culture

### INTERESTS

Reading, searching resources and information through Internet, music and outing.

### SALARY

**Current :** RM7,000.00

**Expected :** RM8,500.00