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**Yong Wai Cheng**

Personal Particulars

Age : 39

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Objective

To leverage my skills and knowledge in accounting, finance and tax to the requirement and of my job within a challenging and fast growing organization.

Career Summary

MBA (Leadership), Chartered Accountant of Malaysian Institute of Accountants, Associate of Chartered Tax Institute of Malaysia, Fellow of The Association of International Accountants (UK), Member of Institute of Public Accountants (Australia) and Certified Financial Planner. Have around 20 years working experience in accounts, finance and tax. Have used SAP R3 ERP System Financials (FICO) module more than 7 years and ACCPAC accounting system 2 years.

Employment History

**MPHB Capital Berhad**

Position**: Assistant Manager, Finance**

Company principal activities: Insurance, credit, hospitality and property investment

Year: May 2011 –Present

Monthly salary: RM7,671

**Work Profile:**

* Review subsidiaries Monthly Management Accounts and Annual Budget.
* Assist Manager in overseeing cash management and cashflow for all subsidiaries in the Group.
* Check audit schedules and draft audit reports prepared by staffs.
* Check annual tax filing information prepared by staffs as required by tax agents & check tax computation and form C/R prepared by tax agents before submission to tax authorities.
* Review the estimate tax computations prepared by staffs for CP204/CP204A.
* Verify holding company receipts, payments and petty cash accounts code and GST code.
* Submission of Goods and Services Tax (GST) Return.
* Supervise 2 staffs.

**Accomplishment:**

* Successful in implementing GST.

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**RCE Capital Berhad**

Position**: Senior Finance Executive**

Company principal activities: Provide personal loan to public-sector employees

Year: November 2008 – April 2011

Monthly salary: RM4,850

**Work Profile:**

* Prepared monthly tax computation, estimate and revise tax estimate, deferred tax, effective tax rate.
* Drafting income tax and deferred tax notes in annual report.
* Prepared annual tax filing information required by tax agents & checked tax computation and form C/R prepared by tax agents before submission to tax authorities.
* Prepared documents for service tax application ensure service tax paid on time.
* Assisted Finance Manager in tax planning.
* Verified daily collections reports, daily loan disbursement payment and bank reconciliation.
* Prepared required information and report for annual credit rating purposes.
* Prepared monthly reports on total collections, including information on collections, prepayments and any other payments received, and delinquencies.
* Verified payment voucher and petty cash voucher, ensure posting correctly.
* Managed daily cash flow, ensure sufficient funds to make payment.
* Execution of Medium term notes early redemption exercise.
* Prepared Bursa quarterly report - provision of financial assistance.
* Supervised 2 staff.

**Accomplishment:**

* Shorten the collections data entry process into ACCPAC system i.e. developed an interface system to link the collections system, so that information can be uploaded into ACCPAC system directly.
* Established and setup systematic tax administrative records such as Form C, R, CP204/CP204A and tax computation, easy for reference on the datelines.

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**Alstom Power Asia Pacific Sdn Bhd**

Position**: Accounts Executive**

Company principal activities: Provide equipment for power generation and rail transport

Year: August 2001 – October 2008

Monthly salary: RM3,300

**Work Profile:**

* Responsible for preparation of financial statements and overhead analysis for shared service division (actual, forecast & budget.)
* Prepared monthly schedules. (Receivables & payables ageing, advances, prepaid and accruals)
* Responsible for Inter-Group confirmation, reconciliation and posting.
* Responsible for Fixed Assets maintenance in SAP (acquisition, depreciation, transfer, disposal and write off) and asset tagging.
* Responsible for withholding tax returns and preparation of payment to tax authorities
* Updated and maintained cashbook, bank account, fixed deposit and REPO.
* Oversaw/checked/verified monthly bank reconciliation of bank accounts held under company’s name.
* Assisted in filing Bank Negara statistic reports as and when required.
* Safekeeping, monitoring & updating status of bank guarantees provided by vendor /suppliers.
* Submission of application for Letters of Credit for Business Unit. Following up on discrepancies with bankers.
* Assisted in posting invoices and process payment via electronic banking and cheque.
* Verification of site expenditure and ensuring compliance to established internal control procedures.
* Supervised 2 staff.

**Accomplishment:**

* Assisted the manager in established internal control procedures.
* Assisted the manager in Business process improvement projects i.e. E-invoice. With the implementation of E- invoice, Key Performance Indicator (KPI) for invoice can be established i.e. time taken for the invoice to be processed.
* Assisted the manager in SAP enhancement to harmonize local General Ledger and Cost Centre with Headquarter.

Activities include data cleansing, data migration, impact analysis, and user acceptance test.

* Trained peers on work procedures/processes and use of SAP ERP System Financials (FICO) module.

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**Dynatax Services Sdn Bhd**

Position**: Tax Assistant**

Company principal activities: Provide personal and company tax services

Year: January 2000 – July 2001

Monthly salary: RM1,500

**Work Profile:**

* Responsible for company and personal tax computation and submission of return form
* Responsible for company monthly tax instalment, scheduler tax deduction (STD), form J/JA/JR.
* Responsible for company estimate and revise estimate tax payable, computation of Section S108, open new file.
* Met IRB officer to discuss tax cases.

**Accomplishment:**

* Assisted the manager to reduce the client’s tax payable

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**Allianz General Insurance Company (Malaysia) Berhad**

Position: Accounts Assistant

Company principal activities: Provide general insurance

Year: April 1997- December 1999

Monthly salary: RM1,200

**Work Profile:**

* Responsible in preparing monthly bank reconciliation for 4 branches.
* Assisted in posting invoices and processed payment via electronic banking and cheque.
* Prepared monthly schedules. (Receivables & payables ageing, advances, prepaid and accruals).
* Monitored staff loan.
* Prepared invoice, debit & credit note, journal, receipt, payment voucher.
* Responsible for Inter-company and petty cash confirmation, reconciliation and posting.

**Accomplishment**:

* Met the Key Performance Indicator (KPI) for Accounts Payable ie. no overdue invoices, no long unpresented cheques.

Educational Background

**Year Certificates**

2015 : Institute of Commercial and Industrial Accountants

2014 : Institute of Public Accountants (IPA, Australia)

Goods and Services Tax (GST)

2013 : MBA Leadership (Universiti Tun Abdul Razak)

2011 : Certified Financial Planner (CFP)

2010 : Chartered Tax Institute of Malaysia (CTIM)

2008 : Malaysian Institute of Accountants (MIA)

2002 : The Association of International Accountants (AIA, UK)

1998 : LCCI 3rd Level Diploma in Business Studies (UK)

: LCCI 2nd Level Book-keeping and Accounts (UK)

: Microsoft Word, Excel, Access, Power Point, Lotus 123

1997: High Performance English Pre-career Training Program

1996 : SPM (Grade 1)

Computer Literate

Microsoft Excel, Word, PowerPoint, SAP R3 ERP System Financials (FICO) module, ACCPAC System, Microsift Dynamic GP system

Languages

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| English, Malay, Mandarin |  |  |
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Availability

Immediately after notice period of 1 month

Expected Monthly Salary

RM8,500

Referees

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