

Name : S. Thadchana Moorthy

Date of Birth : 20th July 1965

Address : 7G Kings Crescent

Tiara Damansara Condo

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Telephone No : 010 294 1998

E-mail address **:** stmlnp@yahoo.com

Professional : Chartered Institute of Management Accountants (CIMA)

Qualification Association of Accounting Technician (AAT)

Tertiary : Sijil Tinggi Pelajaran Malaysia- Two (2) Principal

Qualification Sijil Pelajaran Malaysia-Grade One

Areas of expertise : Management knowledge Financial Management Planning & Organizing Business planning

**Special Training and Accreditations**

ISO course implementation, Root Cause Analysis, Corporate Taxation, Inventory Management

**Accounting Software**

MYOB, Lawson, AS 400, UBS, ACCPACC, Prism ERP, X-Retail ERP, SAP Business One, Microsoft Navision, Epicor, X-Retail

**Preferences:**

Availability : One {1) month

**Expected salary : Negotiable**

Work Experience

### Minconsult Overseas Sdn Bhd

Duration : November 2013 till Current.

# Position held : Finance Manager

Reporting to : Board of Directors

Salary drawn : RM9, 650

**Accounting**

* **General Ledger Accounting**

-verify payment vouchers to ensure posting to the correct codes

-verify the manual journals prior key into the accounting software

-Monitor the Prepayment and Accruals provision to ensure the over or under provision being minimized

* **Monthly and Periodic Reporting**

-To ensure the Monthly Management Accounts consisting of Income Statement and Balance Sheet of Minconsult Sdn Bhd (holding company) and Seven (7) of its subsidiary finalized with 10 working days

-Variance Analysis completed 2 working days

- The Monthly Management Accounts submitted to the Management within 14 working days.

* **Accounts Payable**

**-** Review all invoices for appropriate documentation and approval prior to payment

**-** Reconcile vendor statements, research and correct discrepancies

**-**To ensure disbursement as per agreed credit terms

* **Assets Custody and Control**.

-To ensure the fixed asset addition are classified to the correct category and assigned correct asset code, location and tagged manually.

-Conduct physical verification on half yearly basis

-To ensure all asset disposal being sanction by the management inclusive of the board resolution sanctioning the disposal.

* **Statutory Reporting**

-to liaise with the external auditors, tax consultants and company secretary pertaining to the Annual Audit Report, Tax Submission to Lembaga Hasil Dalam Negeri and Suruhanjaya Syarikat Malaysia.

**Planning**

* Constant review of existing financial and tax strategies in limelight of changes in Accounting standards and Income Tax guidelines
* Manage the capital request and budgeting processes
* Develops finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organizational objectives
* Review financial performance by measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.

**Operations**

* Participate in key decisions as a member of the executive management team
* Maintain in-depth relations with all members of the management team
* Manage the accounting, legal, tax, and treasury departments
* Oversee the financial operations of subsidiary companies and foreign operations
* Manage any third parties to which functions have been outsourced
* Oversee the company's transaction processing systems
* Implement operational best practices
* Supervise acquisition due diligence and negotiate acquisitions

**Financial Information**

* Oversee the issuance of financial information
* Report financial results to the board of directors

**Risk Management**

* Understand and mitigate key elements of the company's risk profile
* Monitor all open legal issues involving the company, and legal issues affecting the industry
* Construct and monitor reliable control systems
* Maintain appropriate insurance coverage
* Ensure that the company complies with all legal and regulatory requirements
* Ensure that record keeping meets the requirements of auditors and government agencies
* Maintain relations with external auditors and investigate their findings and recommendations

**Funding**

* Monitor cash balances and cash forecasts
* Arrange for debt financing
* Invest funds

**Attainment**

* Enhanced existing facilities with RHB by securing additional funding of RM 15 million at much reduced borrowing cost BLR+0.00%.
* Placement of surplus funds utilizing Hwang Investment Management instead of conventional placement of fixed deposit thus saving corporate tax at 25% and higher return at 3.20% per annum.
* Attain the month end closing for holding company and eight {8} subsidiaries with 10 days comparative to historically 1month.
* Tax planning saving RM750k per annum.
* Resolved the holding company branch taxation issue with the Kazakh Tax Authorities.
* Resolved the repatriation of funds from Pakistan Project
* Registered the holding company operations with Bangladesh Board of Investment.
* Group Insurance evaluation thus yielding enhance benefits and reduced premium RM25k per annum

**GST Project Implementation**

**Duties:**

* Monitoring project risks and scope
* Identify potential problems and proactively identifying solutions to address them in advance.
* Escalating promptly any issues that may impact operations. Producing stage plans, highlight reports, risk logs,, requests for change etc
* Providing strategic direction during the implementation stages.
* Managing expectations by ensuring the delivery of the highest quality service
* Acting on management feedback.
* Monitoring staff& team performance.

**Project Management skills**

* Commercial awareness & business acumen.
* Experience of working in a multi vendor environments.
* Good conflict management and prioritization skills.
* Manage technical process and resolve technical issues.
* Can understand and document project requirements and dependencies. Excellent documentation & report writing skills.
* Marketing and Finance systems. Demonstrated ability to work with and support cross-functional project teams.
* Ability to manage multiple projects simultaneously and under pressure. Strong attention to detail and focus on task completion.
* Internal and External Stakeholder Management

### Technology Asian Resources-GET Sdn Bhd

Duration : August 2008 till August 2013.

# Position held : Finance and Admin Manager

Reporting to : Managing Director

Salary drawn : RM9, 230

* **Reason Leaving : Company was Liquidated due to loss of Government Contract**

**Accounting and Management Reporting**

* Responsible for all financial and management accounting functions of the company and its subsidiaries inclusive of its related companies.
* Manage the accounting functions of the Company and ensure the adherence to and consistent application of accounting standards, across the Company for effective control of all accounting transactions.
* Responsible for financial; planning
* Prepare all financial reports such profit & loss and balance sheet, variance analysis report comparison of actual cost incurred versus budget, cash flow analysis, debtors and creditors aging analysis, fixed asset movement, as required to comply with external reporting requirements
* Formulate, implement and review accounting policies and procedures to ensure validity and accuracy of financial information required by the Management for decision-making purposes.
* Deal with external Auditors, Tax agents, Company Secretary and Lawyers

**Financial and Commercial Management and Projects**

* Oversee the forecasting, budgeting, costing and credit control areas.
* To perform cost impact analysis projects for management decision making.
* Responsible for Treasury functions i.e. cash flow analysis and forecast.
* Coordinate and provide advice to the stores and other department with regard to accounting, financial and administrative matters.
* Oversee purchasing and inventory department

Secured RM 12 million to finance land acquisition and repaid all bank borrowings i.e term loan and overdraft within 3 years- "Zero Gearing".

* Initiated paying shareholders dividend for the past 3 years, average pay out per annum  
  RM 3 million.
* Improved transparency and cost saving in purchasing via multiple sourcing, bidding and quotes.

**Information Systems and Processes**

Computerized the payroll system and annual leave management via web based system.

* Introduced MYOB accounting systems and HR 2000 payroll programs and e-leave.
* Assist the company in obtaining and maintaining the company’s ISO Certification stds and continued compliance

**Human Resources and Administration**

* Introduced Company ‘Human Resource Policy and Employee Handbook
* Designed and implanted Revamped and the staff appraisal and annual increment model.
* Oversee the human resources ,

**Employee Recruitment**  
Compensation and Benefit Management  
Employee Appraisal

**Regulatory, Corporate and Taxation**

* Ensure Company's operation abides with all government regulations.
* Convening and Conduct all board of directors meetings and shareholders
* .Liaise with internal/external auditors, regulatory authorities and other parties to ensure compliance with audit, tax and statutory requirements.
* Migrated dividend payment mechanism from Section 108 to Single Tier system thus  
  removing the tax credit constraint in the dividend payment.
* Tax planning yield average RM 500k savings in the annual corporate tax payment
* Ensure legal and contractual regulatory integrity of all business documents and contracts
* Execute any ad hoc assignment from board of directors.

### Envico Enterprise

Duration : March 2007 till July 2008

# Position held : AVP: Financial and Commercial operations

Reporting to : Chief Financial Officer

Salary drawn : RM6, 000

**Responsibilities:**

* Design and implement company-wide procurement polices and procedures
* Design and implement Goods acceptance ,delivery and buy – off policies
* Oversea and maintain internal control in all goods movement activities.
* Introduced the standard operating procedure for inventory management**.**
* Ensure the gross margin is maintained, any deviation reported to the directors.
* Monitor Product- line and Store-wide margin and turnover targets are met.
* Oversee the inventory management of the sixty (60) outlets (Malaysia, Singapore, Indonesia and Australia)
* Ensure the inventory reports submitted to the finance department as per stipulated deadline by management.
* Ensure all physical deliveries are posted into the inventory module and notified to the outlets to verify the Goods Received Note against the physical, any discrepancies to be notified for subsequent course of action.
* Conduct training for new staff i.e. usage of the inventory software and physical aspects of managing inventory.
* Conduct ad hoc inventory cycle count at outlets to ensure physical tallies with system, any variance arising and inventory management deficiencies reported to directors.
* Conduct inventory management training course at various outlets
* Liaise with the software company to modify and upgrade the inventory software.
* Expanded and streamlined the inventory staff from 15 to 45 (improve quality of the staff intake) thus reducing the inventory month end reconciliation from 3 months backlog to 1 month.

**Reason Leaving: Head hunted from the above Company**

### Employer: LNP Engineering Plastics (M) Sdn Bhd

Duration : February 1996 till February 2007

# Position held : Accountant

Reporting to : Director of Finance & Managing Director

Salary drawn : RM4 500

**Responsibilities:**

* **Management Reports**

The monthly profit and loss, balance sheet prepared in comparison to budget and previous month performance inclusive year to date comparison of the current and previous. Analytical review in terms of the following being executed for the management review

* Sales performance by category and group line inclusive of margin analysis.
* Cost analysis i.e. freight cost, direct and indirect cost
* Administration cost i.e. salary
* Provisions and accruals in terms of adequacy
* Tax provision and deferred tax provision.
* Capital Expenditure i.e. actual incurred vs. Budgeted
* **Variance Analysis Report**

1. **Income Statement Analytical Review**

Comparison on the current month versus the budget and previous on a summary level analysis i.e. sales, manufacturing cost and operating cost comparison movement

1. **Sales Performance Analys**is

This is a detailed analysis report comprising the performance of the products revenue performance; the analysis is being executed at detailed level i.e. between the local manufactured products and those purchased from the inter-company and reflective in Chartism movement for ease of reference

* Manufacturing cost per kg movement comprises of the following component requiring detailed analytical review
* Movement in cost per kg of raw materials
* Movement in the labour cost per hour
  + Rates per hour utilsing the extruder lines
* Movement in the overhead per hour cost
* Freight inward cost per kg analysis inclusive custom sales tax.

**Capital Expenditure Analysis**

This report indicates the ongoing departmental expenditure program (dep) indicating the current addition and the percentage of completion against the sanction amount inclusive of dep, which was completed

**Working Capital Analysis**

Analysis the core components of the i.e. cash in bank, trade receivables, other receivables, inventory, trade creditors in lieu of maintaining efficient working capital ratio, a chart indicating the movement of the indicated components over a twelve month duration inclusive of the ratios i.e. to ensure key performance indices are being attained and to monitor any deviation. Key ratios i.e. return on capital employed, debtors & creditors ratio, stock turnover ratio, asset utilization ratio, current asset and liability ratio

**Inventory**

Instituted measures to ensure system and physical declaration of the inventory reconcile at any given period. Minimum buffer stock mechanism was introduced to prevent frequent stock out and “ABC” methodology of inventory cycle count. This cycle count process indicated +/- 0.5% difference between the system and physical declaration and dispensed with the annual stock take.

**Product Costing**

Introduced “Activity Based Costing” in replacement of the “Standard Costing” to reflect actual cost per kilogram manufactured

**Transfer Pricing**

Renegotiated with our European and U.S. sister companies in harmonizing their selling price to us in the traded products to be sold in Asia Pacific thus allowing us to generate profit in the products sold.

**Attainment:**

* Introduced “Zero” Based Budgeting concept in replacement of the conventional budgeting in the operational expense area thus eliminating unnecessary expenditure and monitor the variance between the actual and the budgeted, variance +/- 5% being referred to the heads of department for explanation to the management.
* Member of the steering committee, which implemented the ERP Software-“PRISM” in 19999.
* Reduced Receivable DSO from 120 days to 45 days
* Renegotiated with Sister Company and Trade Creditors on credit terms thus increasing from 45 days to 60 days
* Initiated to tackle 500 tones of Finish Bad products (produced between 1996 to 2001) either by means of remixing on normal product run or scrap thus obtaining refund on custom duties –total claimed on refund RM 9 million ringgit.

**Reason Leaving: General Electric (USA) acquired the company from Kawasaki**

**Steel Japan**

**Skills & Languages**

Microsoft Office-Excel, Word & PowerPoint

English, Malay & Tamil

**Achievements**

**Annual Dinner Chairman -1996 & 1997 LNP Engineering Plastics (M) Sdn Bhd**

**Part of the Steering Committee in the Implementation of the PRISM ERP Software- LNP Engineering Plastics (M) Sdn Bhd**

Referees : Mr Hussin Bin Othman

General Manager

Technology Asian Resources-GET Sdn Bhd

Tel No: 013 3694 373

: Mr Mohd Kasim Bin Salleh

Managing Director

Technology Asian Resources-GET Sdn Bhd

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