Last Updated: 2 Oct 2017

**Position: Finance Manager/Assistant Financial Controller *(SiVA folder: Unprocessed); Date Applied: 26 Oct 2017***

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| Expected Salary :  **MYR 12,000** | **Noor Azrul Noor Halim C. A.(M)**  Senior Finance Manager at Naza Italia Sdn Bhd   |  |  | | --- | --- | | Experience | 10 years | | Previous | Finance Manager  Kontena Nasional Berhad | | Education | Universiti Teknologi MARA  Bach Degree, Finance/ Accountancy (2008) | | Nationality | Malaysia | | Mobile No. | 0166191591 | | Email | azzul\_pet@yahoo.com | | Age | 32 years old | | Location | Petaling Jaya, Selangor | |

**Experience**

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| Jan 2016 - Present  (1 years 10 months) | **Senior Finance Manager**  Naza Italia Sdn Bhd | Selangor, Malaysia  • Leading for financial closing activities for monthly & yearly.  • Managing on day to day finance & administration operational aspects.  • Responsible for the oversight and delivery of annual budgets.  • Expenditure tracking, operating budgets and long range financial plans.  • Member of senior management team and significant contributor to delivery of company financial strategy.  • Cash Management planning that involve Bank Facilities – BA/BG/ RC  • Business partner with various departments of the business to achieve the target set.  • Dealing with principal of the brand related to Finance matters.  • Preparing working paper related finance matter exp. Expansion plan, Cost Benefit analysis.  • Member of Cost Management Committee that analysis the operational cost & how to reduce.  • Tax planning to utilize the tax benefit.  • Inventory control activities.  • Report & manage KPi & KRA performance on monthly basis.  • Liaise and coordinate with banker, auditor, tax & other relevant parties.  • Manage to secure financing for expansion purpose. |
| Nov 2012 - Nov 2015  (3 years) | **Finance Manager**  Kontena Nasional Berhad | Selangor, Malaysia  Financial reporting  a) Leading the finance operation & provide to senior management with timely information, for purpose of determining and evaluating strategic and tactical financial direction and company.  b) Preparing monthly financial report & various types report on ad-hoc basis.  c) Prepare, consolidate & monitor the annual budget for the group of company.  d) Review, investigate and highlight issue to Management for any corrective & prevention measure.  Financial accounting  a) Monitor accurate preparation and timely submission of monthly journals for all branches.  b) Ensure the branch maintaining of proper and up to date all accounting records.  c) Check, review & approve petty cash claim for all branches.  d) Monitor Inter-branch & inter-company transaction in the company.  e) Liaise with bankers, auditors, and third party to resolve any related issues.  Credit management  a) Involve in credit management, review all current & new customer capability based on supporting document set in company procedure.  b) Perform the customer analysis for new customer/new area to ensure each business have profitability.  Budgeting  a) Involve in yearly budgeting process & budget review for quarterly basis.  Operation Management  a) Understanding company business & know how the operation running on daily basis.  b) Advice the branch manager on their Branch performance & the best practice should be done in their branch.  c) Ensure all branch accountant are controlling & aware their branch performance.  Cash Management  a) Involve in cash flow planning to ensure the operation running smoothly.  b) Ensure payments to creditors are within the credit period.  c) Ensure collection team achieve monthly target set by Credit management.  d) Assisting in securing the financing for working capital purpose.  Inventory control  a) Check & monitor inventory by comparing Actual Balance, Operation system & Trial balance, to perform stock adjustment.  Implementation ERP solution  a) Involve in all business requirement study with the consultant.  b) Responsible in user acceptance test & user lead for new ERP system.  c) Attending the project update status to ensure all related issue can be ratified.  Finance Improvement Programme (Transformation Programme )  a) Involve in development of new standard operating procedure for with consultant such as Order to Cash, Procure to Pay & Record to Report.  b) Setting the KPI’s for finance team & staff to ensure the department is running effective & efficiently.  c) Centralization of finance team & process flow for finance department.  GST implementation  a) Involve in GST implementation related to system & policies adoption.  b) Closely working with IT department to ensure Financial module are GST compliance.  c) Collaboration with Human resource & Admin department in implementation of new policies that affected by GST matter. |
| Aug 2008 - Oct 2012  (4 years 2 months) | **Assistant Manager,Accounts & Finance**  Ssl Dev Sdn Bhd  1.Management Accounts:-  a)maintenance of General ledger, revenue recognition and cost charge out, provision for Cost of Sales, tax provision, adjustment journals, verify journal entries etc  b)Preparing monthly financial statements – Company level  c)Preparing monthly consolidation statements  d)Prepare the BOD paper - related to finance matter  2.Treasury functions  a)Monitor cashflow position and fund allocation  b)Arrange for transfer fund  c)Communicate & liaison with Bank regarding the Bank Facilities - i.e BG/BA/TR/LC  d)Monitor placement and withdrawal of funds (REPO & FD)  3.Account receivable  a)To monitor invoices issuance & collection.  b)To monitor debtor ageing and collection  c)Performing monthly reconciliation of account by comparing our record & client record.  4.Account payable  a)To verify supplier payments (to check correctness and all supported with relevant documents)  b)Monitoring the subcontractor claim by comparing the work order & actual job performed, any distipute must be discussed.  c)Performing monthly reconciliation of account.  d)To monitor creditor ageing and payments  e)To monitor and verify petty cash and cash advance related claims  5.Procurement  a)Request quotation from the relevant supplier based on the specification on the material requested by the project department.  b)Discuss with the Project department before confirm order.  c)Checked & verified the purchase order compare to the invoice & delivery order.  6.Payroll  a)Check payroll schedule that prepare by Human Resource by monthly basis.  b)Ensure the statutory deduction such as EPF & SOCSO are deducted based on schedule.  7.Inventory  a)Monitoring stock balance by monthly basis.  b)Performing internal stock take by end on every project, to get the accurate stock balance.  8.Taxation  a)Dealing with the Inland Revenue Board regarding with the tax matters.  b)Performing tax computation for yearly assessment- including Capital allowance schedule  9.Project costing  a)Preparing project costing & variance based on each project to monitor project performance.  b)Involving in tendering process when dealing with the Government tender.  10.Budget  a)Preparation of annual budget and budget monitoring  Other subsidiary Activity.  Manufacturing  - Comparison between standard costing with actual to identify the inefficiency & improvement opportunity.  - Monitor closely for the account payable & receivable to ensure the cash management is well maintained.  - Ensure the proper stock reconciliation for raw material & finished goods as the stock will give major impact on the monthly management report. |
| Dec 2007 - May 2008  (5 months) | **Trainee**  T.Sim & Co  -Preparing tax computation, tax returns, supporting schedule, notes to tax computations and working paper.  -Gathering and compiling the necessary information to attend to queries and clarification sought from/by the Inland Revenue Board (IRB)  -Assisted in tax planning exercises to minimize tax exposure to client.  -Assignments cover array industries including trading, manufacturing and construction.  -Any information gather will be report to tax manager.  Additional Job Description :  -Handling audit assignments including preparation of audit working paper and supporting schedule, proper conduct of the statutory audit of the accounts, carrying out audit verification works and finalization audit report and financial statement.  -Participate in year end stock take and preparations of stock take reports |

**Education**

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| 2008 | **Universiti Teknologi MARA**  Bachelor's Degree in Finance/Accountancy/Banking | Malaysia  Major Accounting  Grade Grade C/2nd Class Lower |
| 2006 | **Universiti Teknologi Mara (UiTM)**  Diploma in Finance/Accountancy/Banking | Malaysia  Major Accounting |

**Skill**

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| Advanced | Financial Reporting And Accounting, MYOB Accounting System, UBS Accounting System |
| Intermediate | Budget And Analysis, Financial Modelling, Management, People Management, SAP FICO |
| Beginner | Auditing, CODA & COGNOS Report |

**Languages**

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

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| Language | Spoken | Written | Relevant Certificates |
| Bahasa Malaysia | 9 | 9 | - |
| English | 9 | 8 | - |

**JobStreet English Language Assessment (JELA)**

Date Taken 9 Oct 2012

Score 32/40

**Additional Info**

Expected Salary MYR 12,000

Preferred Work Location Kuala Lumpur, Selangor, Europe

**About Me**

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| --- | --- |
| Gender | Male |
| Telephone Number | (+60) 3-61516986 |
| Address | C-06-04, Pangsapuri Tainia, PJU 11/2 Kota Damanasara, Petaling Jaya, 47810,Selangor, Malaysia |