**Resume**

**Name : ENG Swee Lan**

**Mobile : +6012 381 0980**

**DOB : 27th June 1977 (Female/Single)**

**Address : Sri Bintang, Kepong 52100 Kuala Lumpur**

**Education** **1999 - 2001**

**FTMS College, Kuala Lumpur, Malaysia**

**Association of Chartered Certified Accountant** (ACCA-UK)

- Professional Certificate (level 3)

**1995 - 1998**

**Systematic Business Training Centre, Kuala Lumpur,**

**Association of Accounting Technician** (AAT-UK)

- NVQ Level 2, 3, 4 and Higher Diploma in Accounting

**Working**

**Experience Apr’2011 – August’2016**

**Finance & Admin Manager**

**Head of Business Support Division cum Director**

**(Finance & Account, HR & Admin, Warehouse Dept)**

**Shimadzu (Asia Pacific) Pte. Ltd. – Malaysia Branch**

**Shimadzu Malaysia Sdn Bhd (establish Sept 2014)**

* **Medical, Analytical & Scientific Instrument**

**Financial Results**

* Accountability for the financial results of the company and reporting of those results in a value added manner to the Management team, Managing Director and Head office.
* Ensure financial health of the company through proper financial management and proactively identify areas of improvement, risk and opportunity.
* Implement and embedding of controls, compliance and ethic agenda.
* Business-Partnering the various departments to ensure a smooth overall financial & Operation management within the company.
* Responsible for coordinating month-end closing within finance associates and company Business Center.

**Management Responsibilities**

* Providing support, guidance and oversight to the finance associates in financial, accounting, treasury and legal matters and other special projects to assist in achieving overall objectives.
* Improves accounting competitiveness and customer satisfaction by driving continuous improvement activities and inspiring innovations of ingenious services, solutions and processes.

**Statutory Compliance**

* Ensure timely, accurate and compliant statutory reporting as well as compliance with all legal, statutory regulations, audit and tax requirements.
* Leading the preparation and timely submission of accurate statutory reports.
* Overseeing and implementing an appropriate system of policies, internal controls, accounting standards and procedures in accordance with the internationally and nationally relevant regulatory laws.

**Treasury Management**

* Oversee the treasury and banking activities within the overall company treasury relationships and guidance.
* Manage cash flow forecast, foreign exchange and requirements of the business operations.

**Budgeting and forecasting**

* Perform Management Accounting activities consist of finalize monthly/ Quarterly/ half yearly Account, Performance Reviews, Projection, Cash Flow and Budgeting
* Coordinating & preparation of Annual Budget and Projection.

**Audit & Tax Compliance**

* Attend to all internal and external audit matters including (1) preparation of audit schedules (2) Attend to auditors’ queries (3) Follow up outstanding action items and update internal audit action plan.
* Tax Administration (Corporate & Expatriate)
* Filling of tax returns (Corporate income tax, GST, etc)

**Intercompany**

* Intercompany billing and settlement
* Reconciliation of intercompany balances
* Transfer pricing matter

**Payroll**

* Monthly payroll processing and Human Resource administration

**Risk Management**

* Ensure proper local corporate & Employee group insurance programs are in place.
* Manage and maintain the property of the company.

**Operations & IT Matters**

* Manage & supervise a team of personnel on the Finance, Account, HR. IT & Admin and Warehouse.
* Day-to-day control and running of finance, Account, Admin, HR and IT department.
* Provide leadership and direction related to business & financial procedures and policy issues.
* Oversee banking facilities, monitor cash flow and collection matter
* System Study, implementation and improvement of Accounting & Inventory System cum maintaining Corporate Policies & Procedures and Internal Controls
* Adhoc report and project assign by superior (establish new company/ set-up new branch/ ERP system implementation and etc)

**May’2007 –Mar’2011**

**Freelancer Account Manager (Home Based)**

* Handle Full set of Account for multi clients (Construction, Textile, Transportation, Designer & Frozen Food industry) and Cash Flow forecast.
* System Study and Implementation of Accounting Policies, Procedures and Internal Controls
* Monitor Financial Performance and establish remedial suggestions.
* Dealing with Tax agent and auditor’s on behalf of clients.

**Dec’2005 – Apr’2007**

**Accounting Support (Contract)**

**Bacardi Martini Malaysia, Wine Distributor**

* Responsible for the System Implementation Support involve in Reconciliation of Inventory & Stock Valuation, Balance Sheet and Profit & Loss account for the Parallel running of the existing and new accounting system (Migration of Sun System to Navision System) & Assisting Senior Financial Accountant in Budgeting, Costing & Forecasting
* Work in a team with the Outsource System consultant during the System Study & Implementation.

**Feb’2002 - Jan’2005**

**Account cum Admin Executive**

**Wesalliance Consulting, Accounting Firm –**

**Kuala Lumpur, Malaysia**

* Handling full set account for clients focused on the following industries: Textile Marketing, Trading, Construction, Transportation, Hospitality & Tourism; and Corporate account.
* Responsible for account receivable, account payable, general ledger and cash book and filing.
* Preparing financial report to be reported to reported manager
* Responsible for corporate payroll and submission of monthly Statutory Report
* Responsible for corporate billing
* Responsible for corporate bank transaction
* Dealing with tax officers’ and auditors’ on behalf of clients.

**Mar’2001 - Jan’2002**

**Account Assistant-Finance Life Collection (Head Office)**

**Hong Leong Assurance, Insurance-Kuala Lumpur, Malaysia**

* Collecting and recording of premium collection from policyholder through mail
* Processing of daily checks, online and standing instructions of premium payment
* Generating the daily collection report
* Daily and monthly bank reconciliation for all branches and head office
* Printing of daily receipt and reminder notice to policyholder
* Handling query or complaint from customer service department

**Dec’1999 - Feb’2001**

**Auditor**

**Sam & Co. Public Accountants, Audit firm-Kuala Lumpur, Malaysia**

* Auditing and reporting to audit manager
* Stocktaking & Bookkeeping
* Tax computation for corporate and individual
* Inland Revenue Submission preparation

**Skills and Strength** I have a good computer skill in Accounting, Inventory, Invoicing

System, Auditing Knowledge and competent user of Microsoft

Software

Fast learner on the new computerized system

Ability to work independently to meet target deadline or result

**Interest**  Travelling, Movie, Yoga & Swimming.

**Reason for leaving** personal reasons

**Commencement short notice**