***Kalpana***

To the Hiring Manager,

I began my career in the audit field and my exposure, skills and expertise had been always with a mix variety of clientele on a wide range of different projects including preparing full set of management account, finalizing audit report, reviewing audit report, taxation and had always ensured compliance of the accounting standards, MFRS and/or IFRS.

Currently, I am pursuing my career with Suria KLCC Sdn. Bhd., leading a team of six members in finance department and in a shared service environment. As an Assistant Finance Manager, I have been able to utilize my accounting and reporting knowledge and skills in this corporate environment that I have acquired along my career progressions. Prior to this, I worked as a Accountant in Paragon Union Berhad and main task were daily operations in finance department, monthly reporting of management reports to owner,quarterly reports to Bursa Malaysia together with annual reports and AGM.

Below are my brief achievements throughout my twelve years of exposures in these organizations that I spent in my professional career: -

* Suria KLCC SB.: *Coordinated and liaised with Group Tax and Group ICT for the 1st submission (April’15) of GST in May’15.*
* *Paragon Union Bhd : Completed Annual Report ahead of deadline.*
* PM Securities SB: *Report submissions on a timely manner to regulators and Group, developed and reviewed Finance SOP, hiring of Finance team and coached the Finance team.*
* CIMB Aviva Assurance Bhd : P*articipated in business application implementation in Finance dept, involved in cost centre management to optimize cost effectiveness of the company and report submissions on a timely manner to regulators and Groups*.
* RTR and Gomez & Co : S*uccessfully audited accounts for Public Listed companies, report submissions on a timely manner to regulators and clients and coached junior auditors.*

I am sincerely seeking for long-term career advancement in an established organization which can offer me a greater growth potential and I am confident that I can make a strong contribution towards your esteemed organization.

It will be indeed a pleasure to meet and discuss on your company’s requirements and how I might fulfill them based on my exposures and credentials and please do call me at your convenience at 016 6666 794.

Annexed herewith please find 5 pages of my comprehensive resume.

Thanking you in advance.

Yours Sincerely,

Kalpana



Kalpana Vijayan Menon

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Taman Kurnia Indah, 43000 Kajang,Selangor

016 6666 794 (hp) /016 6666 947 (hp)

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| ***Immediate Goals*** |

* To apply my knowledge and competence in an established corporate organization and grow within the firm while maintaining the financial standards as per the industry and regulators.
* To consolidate my proficiency in the accounting field and play an important role to meliorate the firm’s internal process and financial reporting.

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| ***Professional Experiences*** |

**ASSISTANT FINANCE MANAGER ● Sept 2014 till present**

**Suria KLCC Sdn. Bhd.**

**(A subsidiary of KLCC Property Holdings Berhad “KLCCP”)**

*Current Portfolio:*

* Review the monthly management account for three shopping malls operated by Suria KLCC Sdn. Bhd. on a monthly, quarterly and yearly basis.
* Review and analyze key fluctuations of revenue, controllable expenses, shared service expenses, gross profit margin and management fees expense of the shopping malls on a monthly and quarterly basis against budget.
* Involve in reviewing quotations received from vendors before review by Quotation Committee members based on Limit of Authority and procurement policy.
* Review monthly, quarterly, and yearly management reports for GM of Finance, respective Centre GM and to the group.
* Assist, coordinate and review budget plan prepared by the respective Centre GM and departments together with the budget presentation slides, budget pack and business plan write up.
* Manage the day to day finance operations of the respective malls which includes review purchase orders, payments approvals, bank reconciliation and receivable aging status.
* Review weekly cashflow for fund placement to the Group to maximize returns.
* Lead yearly and interim audits to ensure all schedules are updated and audit works runs smoothly.
* Prepare audited financial statements and draft tax computations together with the notes for year end purposes.
* Review GST tax reports and reconciliations prepared by staff before submission to the Group Tax.
* Prepare quarterly dividend management paper together with forecast profit and loss, balance sheet and cash flow.
* Review SOP and update to the current practice.
* Any ad hoc projects as and when required.

*Accomplishments:*

* Coordinated, assisted and liaised with Group Tax and Group ICT for the 1st submission (April’15) of GST in May’15.
* Implemented Procurement Policy, ensure set up of governance and compliance team in order to adhere which is in line to group procurement policies.
* Implemented accounts payable standard operating procedures

*Trainings Attended:*

* GST implementation, treatments and recognitions organized by Ernst & Young through Petronas Group Tax.
* GST awareness for shopping malls organized by TNB.

**ACCOUNTANT ● May 2013 till Sept 2014**

**Paragon Union Berhad**

*Job Scope/Responsibilities:*

* Review the group consolidated management accounts on a monthly, quarterly and yearly basis.
* Review and analyze key fluctuations of revenue, cost of sales, gross profit margin and management expenses of the group on a monthly and quarterly basis against budget.
* Review daily cash flow and ensure sufficient group funds available to meet LC, BA, hire purchase, payables payments and receivables.
* Prepare monthly, quarterly, and yearly management reports of the group to the Finance Director.
* Prepare budget plan for the group of companies.
* Review yearly tax computation of the group of companies for the submission to Inland Revenue Board.
* Review quarterly and yearly reports and announcements submissions to Bursa Malaysia Berhad.
* Review monthly sales tax submissions to Jabatan Kastam Di Raja Malaysia.
* Review monthly statistic submissions to Jabatan Statistik of Bank Negara Malaysia.
* Review and clear the internal audit issues raised by the internal auditors on a quarterly basis.
* Involve in risk management committee to review risk in finance department on a quarterly basis.
* Review draft audit financial statement, audit schedules and tax schedules of the group of companies for year end audit.
* Involve in the GST implementation in the company.

*Accomplishments:*

* Completed quarter submissions and announcements for Bursa Malaysia Berhad within the deadlines.
* Reviewed the drafted audited financial statements for YA 2013 and completed all submissions within the deadlines.
* Reviewed and completed the Annual Report 2013 together with the preparation of the upcoming AGM (Annual General Meeting)
* Completed tax queries and submitted tax computations, form C and R for the group of companies within the deadline.

*Seminar/Courses Attended:*

* GST awareness for manufacturing industry organized by Jabatan Kastam Di Raja Malaysia.
* GST awareness for automotive industry organized by Jabatan Kastam Di Raja Malaysia.

**FINANCE MANAGER ● Jan 2011 to April 2013**

**PM Securities Sdn. Bhd.**

**(A subsidiary of the MUI Group of Companies)**

**(A participating organization of Bursa Malaysia Securities Berhad and holds a Universal Stock Broking status)**

*Job Scope/Responsibilities:*

* Prepared the consolidated management accounts including principal office and branches.
* Reviewed and analyzed management accounts together with fluctuation of management expenses of the company on a monthly basis against budget.
* Reviewed daily cash flow and ensure sufficient funds to be placed at money market and Fixed Deposit placements.
* Prepared budget plan for the company.
* Monitored common shared service expenses and ensure accruals of expenses are in place on a monthly basis.
* Prepared monthly, quarterly, and yearly management reports to the CEO and MUI Group for consolidation purposes.
* Prepared yearly notes for tax computation of the company for the submission to Inland Revenue Board.
* Reviewed daily, weekly, monthly, quarterly and yearly report submission to Bursa Malaysia, Securities Commission and Bank Negara Malaysia.
* Reviewed internal audit issues raised by the group internal auditors and issues raised by the compliance department.

*Accomplishments:*

* Completed yearly closing of accounts and submitted audited accounts and completed the form C and R within the deadline.
* Report submissions to group and regulatory met within the deadlines.
* Reviewed finance standard operating procedures and update it to the current practice of the company.
* Involved in the Risk Management Committee to review risk of Finance department.
* Cleared backlog internal audit issues raised by the group internal auditors.

**SENIOR FINANCE EXECUTIVE ● Apr 2009 to Jan 2011**

**(Management Reporting Unit)**

**CIMB Aviva Assurance Berhad.( Now known as Sun Life Malaysia)**

*Job Scope/Responsibilities:*

* Involved in closing of management account and prepared the management report.
* Maintained, reviewed and analyzed fluctuation of management expenses of the company on a monthly basis.
* Ensured accruals of expenses are in place on a monthly basis.
* Prepared monthly ,quarterly, and yearly reporting to the Asia Pacific Regional Office (APRO)
* Prepared monthly, quarterly and yearly reporting to CIMB Group for consolidation purposes.
* Prepared budget plan of expenses for the company, advised/assisted operation team on payments process and monitored shared service expenses on a monthly basis.

*Accomplishments:*

* Involved in implementation of Oracle accounting system and U.A.T (User Acceptance Test) at start.
* Involved in conversion and customization of reports of Apro (Asia Pacific Regional Office) into Oracle as a secondary ledger in Oracle accounting system.
* Kicked start Cost Center Management proposed by the Financial Controller.

*●* Objective: Ensured management expenses are reflected/flow correctly into the accounts. This is to enhance the control of management expenses in departments and to monitor against the budget plan.

*Courses Attended:*

* ACT Team Power – Team Building Training
* Coaching people towards service excellence program
* FRS 139 Financial Instruments: Recognition and Measurement
* FRS 4 Insurance Contract
* FRS 7 Financial Instrument : Disclosures

**SENIOR AUDITOR ● July 2007 to Mar 2009**

**Raki Thomas and Ramanan**

*Job Scope/Responsibilities:*

* Led a group of staff (4 to 5) in various types of industries audit including public listed companies, finalizing the audit report and financial statement (interim and final)
* Prepared consolidated accounts and segment reporting for reporting purpose and audited financial reports.
* Assessed accounting principles and estimation used by clients in preparing financial statements and ensured in compliance of FRS and PERS.
* Prepared audited financial statements, tax computations, Form C and R to clients.
* Ensured timely preparation and submission of audited financial statements to Registrar of Companies and tax agents.

*Accomplishments:*

* Met tight deadlines, especially during the peak period of May- July and December - January.
* In the case of auditing subsidiary of an overseas company, managing, followed strict guidelines and tight schedules.
* Assisted in upgrading the firm’s library and equipped it with essential reading materials and latest technical knowledge for staff.
* Organized training session for junior staff and prepared training material for trainer.

*Courses Attended:*

*●* Risk Based Auditing by MICPA (Malaysian Institute of Certified Public Accountants)

**AUDITOR ● July 2005 to June 2007**

**Gomez and Co (A member of Alliot Group)**

*Job Scope/Responsibilities:*

* Led a group of staff (4 to 5) in various types of industries audit , finalizing the audit report and financial statement (interim and final)
* Prepared complete management account for small and medium companies inclusive of other relevant reports/schedules for audit purpose.
* Performed Statutory audit, write up audit working papers together with the audit report to be submitted to Audit Supervisor or Audit Manager for review.
* Performed analytical review by using appropriate ratio analysis and discussed with client any significant fluctuations or inappropriate ratios from calculations done.
* Prepared audited financial statements to be sent to clients, Registrar of Companies and tax agents.

*Accomplishments:*

* Led a group of junior staff (2 or 3) in auditing medium and large sized companies in various industries such as construction, property developer, engineering, information technology, and trading.
* Met tight deadlines, especially during the peak period of May- July and December - January.
* Led a group of staff in government entity audits, which involved traveling, procedures and timely reports.

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| ***Academic Achievements*** |

* **Chartered Accountant C.A (M)** *(Member no :37676)*

(Member of Malaysian Institute of Accountants,July 2014)

* **Fellow of Chartered Certified Accountants (FCCA)** *(Member no:0626262)*

(Attained fellowship, Nov 2013)

* **Association of Chartered Certified Accountants (ACCA)**

(Attained membership, Sept 2008)

* **Association of Chartered Certified Accountants (ACCA)**

(Affiliate member, Aug 2008)

* **PAAC College** (Professional Advancement and Achievement Center) and **FTMS** School of Professional Accounting and Finance, Kuala Lumpur

(Completed ACCA, Dec 2000 to Aug 2007)

* **Systematic Business Training Center/Computer Center, Kuala Lumpur.**
  + Diploma in Business Studies majoring in Financial Accounting
  + LCCI (London Chamber of Commerce and Industry)
  + Certificate in Practical Book Keeping
  + Certificate in Computer Application Packages (MS Word,MS Excel,UBS Accounting)

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| ***Skills/Strengths*** |

* Proactive, optimistic, adaptability, willingness to learn and impart knowledge.
* A strong command of spoken/written English language and Bahasa Melayu
* Good Interpersonal Skills and a good team player.
* Good planning and organizational skills.
* Able to work independently, work with details, resilience under pressure and a fast learner.
* Advance level in Microsoft Excel, Microsoft Word, Microsoft Power Point, UBS accounting.
* Intermediate level in Oracle accounting system, Microsoft Business Solution – Great Plains accounting system and Yardi Voyager accounting system.
* Good knowledge in Microsoft operating system : Microsoft Office 2013 / Windows 7 / Windows 10
* Possess a valid driving license.

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| ***Referees*** |

* Available upon request