

# Nurhazirah Zulkifli, ACA

London, UK

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ICAEW membership: <http://bit.ly/4f8Mbc1>

## Professional Summary

Ambitious ICAEW Chartered Accountant with a strong foundation in Big 4 audit and recent hands-on controllership experience in the diplomatic sector. Proven track record in statutory reporting, internal controls, and financial reconciliation. Seeking to leverage expertise in IFRS, UK GAAP, and process optimization as a Controller

## Work Experience

### High Commission of Malaysia | London, United Kingdom

July 2025 – present

Finance Assistant

- Managed end-to-end general accounting processes, including journal entries and voucher documentation, ensuring robust audit trails and compliance with internal financial standards.
- Executed strict month-end closing procedures and produced detailed financial reports for Headquarters, demonstrating strong time management and attention to detail in a deadline-driven setting.
- Orchestrated high-volume payment runs (utilities, rent, HMRC tax) and staff reimbursements, serving as a trusted partner to colleagues across the organization to ensure timely and accurate settlement of liabilities.
- Led complex monthly bank reconciliations and cash book management, utilising Advanced Excel (VBA, Macros, Pivot Tables, VLOOKUP/XLOOKUP) to analyse data, investigate variances, and ensure 100% accuracy in financial reporting.
- Acted as a key finance contact within a service delivery environment, working collaboratively with non-finance stakeholders to resolve operational issues and support budget management.
- Enforced internal controls in the payment verification and approval process, ensuring all disbursements were fully supported, accurately verified, and approved in line with internal guidelines.

### Ernst & Young PLT | Kuala Lumpur, Malaysia

September 2020 – September 2024

4 years

Senior Audit Associate

- Led statutory audits for major clients in the financial services sector, including commercial banks, asset management companies, and insurance providers, ensuring high-quality financial reporting aligned with IFRS/MFRS standards.
- Acted as a key liaison between EY teams and C-suite client stakeholders, translating complex financial insights into actionable discussions – building trusted relationships and supporting strategic decisions.
- Managed end-to-end audit projects from planning through final reporting, coordinating resources, timelines, and deliverables while maintaining compliance with regulatory frameworks.
- Produced clear, insightful commentary on financial performance, risk areas, and internal control weaknesses – contributing to clients' process improvements and risk mitigation strategies.
- Regularly engaged in cross-functional meetings (with clients, internal teams, and external consultants) to resolve accounting issues, including IFRS 17 first-time implementation for insurance clients.
- Supported internal process enhancements by identifying inefficiencies and suggesting practical, scalable improvements – enhancing delivery speed and audit quality.
- Mentored and supervised junior staff across engagements, fostering their development through coaching on technical work and soft skills.
- Developed strong project management capabilities by juggling multiple assignments with competing deadlines, ensuring deliverables were met on time and within scope.
- Gained exposure to additional industries (manufacturing, property development, shipping) during off-peak secondments, showcasing adaptability and cross-sector learning.

## Skills

- Time management
- Planning and scheduling
- External auditing
- Attention to detail
- Record-keeping/Documentation
- Financial reporting

- Analytical review
- Project Management
- Communication skills
- Experience with MFRS/IFRS and IAS
- Data Analysis
- Microsoft Office suites: Excel, Word, Power Point

## Education

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### Sunway TES Centre for Accounting Excellence | Subang, Malaysia

2020 – 2024

#### ICAEW ACA Qualification

- Sponsored by Yayasan Peneraju, a Malaysian government body to complete the ACA qualification.
- Passed 12 ACA papers (3 exempted) through intensive part-time study while still being employed by EY.
- Maintained 100% class attendance throughout the programme, including during peak audit seasons.
- Achieved highest score in Audit & Assurance (80%).
- Demonstrated strong interest in Financial Management, scoring 70%.

### The University of Manchester | Manchester, UK

2017 – 2020

#### BA Econ (Hons) Accounting and Finance, 2:1

- Gained an early technical exposure to UK GAAP through final year project, a research and comparison of the financial reporting practices of EasyJet (UK) and AirAsia (Malaysia). Rigorously analyzed their audited financial statements under different accounting frameworks (UK GAAP and MFRS).
- Consistently achieved First Class results across all semesters in Year 1 and Year 2. Final overall grade narrowly missed First Class due to one underperforming module in the final year.
- Balanced full-time studies with multiple part-time roles to independently support living expenses while studying in the UK.
- Recipient of the Stellify Award, recognizing personal development through leadership, social responsibility, and community volunteering.

### International Islamic School Malaysia | Gombak, Malaysia

2015 – 2017

#### A-Levels

Economics (A\*), Accounting (A), Business (B), Mathematics (B)

## Scholarships and Awards

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- Yayasan Peneraju Scholarship for ICAEW 2022 – 2024
- University of Manchester Stellify Award 2020
- Bursary Scholarship from Public Service Department of Malaysia 2015 – 2017  
Awarded for scoring 9A+ in Malaysian Certificate of Education

## Commercial Work Experience

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### Gong Cha England | Manchester, UK

August 2019 – May 2020

#### Supervisor

- Supervised a team of Tearistas to ensure smooth daily operations, accurate financial handling, and excellent customer service.
- Improved efficiency through process enhancements, effective inventory management, and timely-issued resolution.

### Subway | Manchester, UK

November 2017 – August 2019

#### Sandwich Artist

- Supported daily operations through customer service and stock management, contributing to efficient service and a positive customer experience.
- Recognised for friendly interactions and strong team collaboration.

## Language

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- English (Fluent)
- Malay (Native)
- Chinese (Beginner)

## Reference

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Available upon request.