**RESUME**

**April MAY, ACCA**

**Current Address : Cheras, Kuala Lumpur, Malaysia.**

**E-mail :** **aprilmay@ymail.com**

**Mobile Phone : 030 9876513**

**Position apply : Finance Manager**

|  |
| --- |
| **Educational Background** |

|  |  |  |  |
| --- | --- | --- | --- |
| **School/ Self-study / College** | **Year** | **Certificate** | **Result/Progress** |
| Association of Chartered Certified Accountants (ACCA) | 2014 | Association of Chartered Certified Accountants (ACCA) | Graduated as a Qualified Accountant |
| Tunku Abdul Rahman College (TARC) Main Campus,  Kuala Lumpur | May 2013 – June 2011 | Advanced Diploma in Commerce (Financial Accounting cum ACCA) | CGPA 2.77 |
| Tunku Abdul Rahman College (TARC) Main Campus,  Kuala Lumpur | May 2011 – May 2009 | Diploma in Business Studies (Accounting) | CGPA 3.42 |

|  |
| --- |
| **Working Experience** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Work Place &Position** | **Job Responsibility** | **Reason for Leaving** |
| Dec 2020 - Present | Rainforest Sdn Bhd, Senior Account Executive | * Handle the overall implementation of new accounting system * Handle full set accounts for various entities across Malaysia and Singapore * Attend queries to respective Business Unit on the service tax Malaysia related * Liaise with external and internal auditors, regulators and other internal and external parties on matters | Looking for career development |
| Jan 2019 – June 2020 | X-MAKER Malaysia Bhd, Senior Account Executive | * Handle full set accounts for various entities. * Ensure accuracy and timeliness for data entry into the Accounting System and supervise the preparation of bank transfer instructions. * Determine compliance with policies and procedures * Present and produce a high-quality report for review by finance manager * To carry out all other duties and responsibilities which are assigned by the finance manager. | Department restructuring |
| May 2017 – Dec 2018 | RE-Insurance Malaysia Bhd, Senior Account Executive | * Handle one full set Information Technology company related account, named X IT Development Centre company, including ensuring the timeliness and accuracy preparation of the various financial reports related, raise billing, oversees daily operations function for payment and collection, review General Ledger listing, review accrual * Ensure timely and accurate preparation and submission of various group reporting requirement to and attend promptly to the various queries raised by the RE-Insurance Group * Ensure sufficient cashflow to be retained for the payment to be processed * Attend queries to respective Business Unit on the service tax Malaysia related * Liaise with external and internal auditors, regulators and other internal and external parties on matters | Looking for Career Development |
| Aug 2015 – April 2017 | POWER AUTOMATE Limited,  Account, Executive | - Handle the overall implementation of new accounting system  - Preparing Expenses Report, Fixed Assets Register, Cash Flow Report, GST reports, Quarterly Financial KPI reports, adhoc reports, Annual Budgets, quarterly Management Accounts and quarterly returns to regulatory authorities.   * Ensure accuracy and timeliness for data entry into the Accounting System and supervise the preparation of bank transfer instructions.    - Review the monthly payroll, amounts disbursed under staff loan schemes, payments to government agencies (e.g. EPF and IRB) and annual payroll budget with Team Lead. | Department restructuring |
| 13 July 2015 – Aug 2014 | ALL LIFE Bhd, Account Executive | * Determine internal audit scope and develop annual plans * Conduct risk assessment of assigned department or functional area in established/required timeline * Review the suitability of internal control design * Conduct audit testing of specified area and identify reportable issues and dimension of risk * Determine compliance with policies and procedures * Verbally communicate findings to manager and draft comprehensive and complete report of audit area | Develop career in accounting path |
| 17 June 2014 – 1-June 2013 | Insurance Bhd,  Account Executive | - To be responsible for the preparation of monthly, quarterly and yearly financial reports and statement of the Company and the Group  - To prepare Bank Negara Returns, Bursa Reports and other statutory reports  - To provide management, financial accounting, budgetary information and cash flow management  - To perform reconciliation and treaty accounting  - To carry out all other duties and responsibilities that may be delegated from time to time by Management | Fully focus on last ACCA paper |
| 1 Jan 2013– 31 May 2013 | Big 4, Senior Associate | - Present and produce a high-quality work for review by audit manager  - Accomplishes the assigned task promptly  - Proactively interact with key client’s management to gather information  - Ensure and review company’s financial reporting is adherence to generally accepted accounting principles. | Looking for a new challenge and searching for a stable life with a good career opportunity |

|  |
| --- |
| **Skills** |

**English Language** : Both written and spoken

**Malay Language** : Both written and spoken

**Japanese Language** : Both written and spoken

**Computer skill** : Microsoft Word, Microsoft Excel, Microsoft Power Point and CCH audit software system

|  |
| --- |
| **Other Achievements** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Subjects** | **Year** | **Level** | **Prize** |
| School Drawing Competition | 1999 | Primary School | 3rd Runner-up |
| Competition of International PAMA Mental Arithmetic-Thailand (Represented from Malaysia) | 2001 | - | 2nd Runner-up |
| International Drawing Competition Global Art | 2001 | - | 1st Runner-up |
| Competition of relay race 4x100M | 2002 | Secondary School | 1st Runner-up |
| Competition of International PAMA Mental Arithmetic-Indonesia (Represented from Malaysia) | 2003 | - | 1st Runner-up |
| Competition of International PAMA Mental Arithmetic-Singapore (Represented from Malaysia) | 2005 | - | 1st Runner-up |
| Competition of International PAMA Mental Arithmetic-Malaysia | 2007 | - | 1st Runner-up |
| Competition of International PAMA Mental Arithmetic-Malaysia | 2010 | - | Champion |

|  |
| --- |
| **Self-Verdict** |

* Punctual and discipline.
* Hardworking person
* Positive working attitude and pleasant personality
* Fast learner and willing to learn and gain knowledge in any field that required by the company.
* Interested to work in the challenging environment especially meeting with people.
* Good teamwork and very energetic.