



**Zohra Liza Nordin** ([zohraliza@yahoo.com](mailto:zohraliza@yahoo.com)) 017 – 2597170

### **PROFESSIONAL OBJECTIVE**

“To strive for excellence and commit in any responsibility provided. Obtain a successful place in the accounting and commerce industry today by acquiring valuable knowledge and experiences through understanding and utilization of effective and efficient practices”

### **EMPLOYMENT HISTORY**

1. **Company Name** : HESS EXPLORATION & PRODUCTION MALAYSIA B.V  
**Position Title/Level** : G&A Accountant/ Executive  
**Duration** : Mar 2016 – Mar 2017  
**Industry** : Oil & Gas

#### **Job description :**

- Performing financial analysis including the interpretation of financial data and variances and provide timely management reports
- Preparing financial reports, forecast and projections
- Liaise with auditors, company secretaries, tax advisors, bankers and lawyers
- Analysis of monthly General & Admin report with variances
- Month end closing and preparation of management report
- Responsible of Balance Sheet reconciliation complete with comments
- Consolidation and analysis of monthly Timesheet for monthly General & Admin allocation
- Reviewing of employee data for new hires, changes in salary or personal details, additional earnings from the payroll system and later to the accounting systems.
- Process monthly payroll accurately with zero error and reconciling against payroll listing to the bank
- Responsible of reviewing and approving the monthly payroll double entries into the accounting systems for monthly reporting purposes
- Payment and reconciliation of yearly bonus payment and reviewing of double entries into the accounting systems.
- Monthly payroll report analysis of accounting transaction

### **KEY ACHIEVEMENTS**

- Leading a LEAN office project for HR reporting of expats according to their cost recoverable to Petronas

2. **Company Name** : ENQUEST PETROLEUM DEVELOPMENTS (M) S/B  
**Position Title/Level** : G&A Analyst/ Executive  
**Duration** : Aug 2014 – Sept 2015  
**Industry** : Oil & Gas

**Job description** :

- Performing financial analysis including the interpretation of financial data and variances and provide timely management reports
- Preparing financial reports, forecast and projections
- Liaise with auditors, company secretaries, tax advisors, bankers and lawyers
- Responsible of processing and coding all General & Admin invoices
- Analysis of monthly General & Admin report with variances
- Month end closing and preparation of management report
- Short term assignment in Financial Reporting group, assisting in eCost and SOE submission to Petronas
- Assisting Treasury team in bank reconciliation and analysis of cashbook transaction
- Assisting Payables team in updating invoice register for cashcall purposes
- Consolidation of monthly Timesheet for monthly General & Admin allocation
- Reviewing of employee data for new hires, changes in salary or personal details, additional earnings from the payroll system and later to the accounting systems.
- Process employee timesheet, overtime and attendance data from the payroll system to accounting system and reconcile variances between both systems.
- Process monthly payroll accurately with zero error and reconciling against payroll listing to the bank
- Responsible of posting the monthly payroll double entries into the accounting systems for monthly reporting purposes
- Payment and reconciliation of yearly bonus payment and posting of double entries into the accounting systems.
- Monthly payroll report analysis and posting of accounting transaction

3. **Company Name** : TALISMAN MALAYSIA LIMITED  
**Position Title/Level** : Functional Analyst – Executive

Promoted from Direct Hire Accounts Assistant (Non-Executive) to Permanent Functional Analyst (Executive) on 01 July 2010

**Duration** : Mar 2008 – Aug 2014  
**Industry** : Oil & Gas

**Job description** :

- Comparison of all G&A budgeted and actual results, investigating into variances and preparation of variance reports
- Responsible to analyze and upload monthly journals for National and Expats payroll entries from HR, before posted by Team Leader into SUN system
- Responsible to analyze expats payroll entries and to ensure correct cost recovery and cost centre which are adhered to Petronas approval

- Responsible to analyze and consolidation of G&A accounts non-payroll accruals from all departments
- Ensure timely and accurate completion of monthly, quarterly and yearly management reports for the management and Petronas
- Ensure month end closing process is carried out efficiently
- Ensure proper monitoring of accounting records and systematic filing for easy retrieval
- Assisting audit queries from Petronas auditors and partners auditors by providing samples of documents requested and responsible for necessary adjustments
- Responsible of 19 monthly bank reconciliation for Malaysian Ringgit and US Dollars for company's two different banks

### **KEY ACHIEVEMENTS**

- Successfully obtained approval from management for automation of bank reconciliation for six banks which was previously prepared manually for the past 10 years
- Successfully persuaded the Finance Manager in Vietnam, Calgary and UK to accept paperless invoices for time and cost saving, which was previously prepared manually for the past 10 years
- Successfully proposed process improvement for monthly accrual journal entries for UK and Calgary payroll that has contributed to the time spent on monthly closing process
- Successfully proposed e-payslip, e-EA and e-leave for monthly payroll that has contributed to the time and cost saving of monthly HR closing process

### **(Before promoted from Direct Hire Accounts Assistant to Permanent Functional Analyst on 01 July 2010)**

**Position Title/Level** : Accounts Assistant – Non Executive

**Duration** : Mar 2008 – June 2010

#### **Job description :**

- Responsible to verify and approved daily staffs expense claim
- Responsible to verify and approved vendor invoices with threshold of below USD50,000
- Responsible to process daily payment run for vendors and staffs
- Responsible to analyse and compile daily payment reconciliation
- Prepare weekly outstanding statistics report to ensure no unpaid invoices above 60days
- Prepare monthly bank reconciliation for 19 banks manually (before proposed and approved by Management for bank recon automation)
- Miscellaneous monthly report and adhoc reports

### **KEY ACHIEVEMENTS**

- Successfully approved above 17,000 invoices in a year with less than 1% error
- Detected various errors in payables processes i.e. accounts code, vendor banking details and able to resolved an unrepresented cheque issue in bank reconciliation that has been outstanding for 1 year amounted to RM600,000 due to overlooked by vendor

4. **Company Name** : LABLINK (M) SDN BHD, Jalan Pahang, Kuala Lumpur  
(A member of KPJ Healthcare Group of companies)  
**Position Title/Level** : Accountant / Management

Promoted from Accounts Executive to Accountant on 01 January 2006

**Duration** : August 1998- March 2008

**Industry** : Medical laboratory

**Job description :**

- Fully responsible for financial and management reporting matters
- Performing financial analysis including the interpretation of financial data and variances, and provide timely management reports
- Preparing financial reports, forecast and projections
- Liaise with auditors, company secretaries, tax advisors, bankers and lawyers
- Preparing and presenting financial report for Management Committee Meeting and Board of Directors Meeting
- Presenting company financial report twice yearly during *KPJ Healthcare Group's* Accountants meeting
- Responsible of compiling and reconciling branches accounts
- Fully responsible for company's yearly Audited Financial Statement and adopt all requirements with reference to new Financial Reporting Standard
- Monitor daily cashflow
- Check and approve daily cash collections, petty cash, journal and coding transaction
- Check monthly debtors' follow-up collections
- Check and monitor reconciliation of accounts (Bank recon, inventory recon, Fixed Deposit recon, inter-company recon, etc)
- Check provision and accrual accounts
- Check reimbursement claim and supplier invoice for payment
- Update Fixed Deposit renewal date
- Check Fixed Asset Additions, Disposal, Transfer and depreciation schedules
- Check monthly inventory stock take by HQ & branches staffs
- Check monthly payroll prepared by Human Resources Executive
- Other related work pertaining to Accounts Department
- Supervising Accounts Executive / Assistant and Purchasing Officer daily works
- To liase with IT department for any daily problems

**(Before promoted from Accounts Executive to Accountant on 01 January 2006)**

- Handle payroll and human resource matters for all branches

**KEY ACHIEVEMENTS**

- Proposed and approved by management to transfer daily accounting activities from manual to computerized system
- Proposed and approved by management to review most of existing module in the Inventory computerized system
- Proposed and approved by Board Of Directors for staff deliveries hospitalization claims
- Proposed and approved by Board Of Directors increment of staff medical claims
- Proposed and approved by Board Of Directors staffs' wearing company's uniform

5. **Company Name** : **EON BANK BERHAD** at Jln Raja Laut, Kuala Lumpur  
**Position Title/Level** : Accounts Clerk / Non Executive  
**Industry** : Bank  
**Duration** : Sept1994 – Aug1998  
**Job description** :  
- Handle Accounts Payable, Petty Cash and Bank reconciliation  
- Reconciliation of branches accounts and reports  
- Responsible for weekly, monthly and quarterly statistics reports from branches to Bank Negara Malaysia  
- Handle purchasing of office supplies  
- Assist in the preparation of annual budget  
- Analysis of overall financial performance in comparison to the approved budget

## **EDUCATIONAL BACKGROUND**

### **Highest Education**

Level/Major : Bachelor's Degree/ Accountancy  
Field of Study : Accountancy/ Finance/ Management  
University/Institute : Universiti Kebangsaan Malaysia, Kuala Lumpur (UKM)

### **Second Highest Education**

Level/Major : Diploma/ Accountancy  
Field of Study : Accountancy/ Finance/ Management  
University/Institute : Universiti Teknologi MARA, Shah Alam, Selangor (UiTM)

### **Others**

Level/ Date : Malaysian Certificate of Education (SPM)  
School : Sek. Men. Convent, Seremban, N.Sembilan

## **TOP SKILLS**

MS Excel 2010, MS Words 2010, MS Powerpoint 2010

Accounting system – SAP, SUN, Hyperion, UBS, MYOB, Peachtree

## **LANGUAGES**

**Proficiency** (0=Poor - 10=Excellent)

Bahasa Malaysia	:	Spoken 10	Written – 10
English	:	Spoken 9	Written – 9

## **COURSES ATTENDED:**

- 1) Microsoft Excel 2010 Formula And Function
- 2) Microsoft Word 2003 – Level 2
- 3) Effective Time Management
- 4) Basic & Advanced Budgeting & Forecasting in Oil & Gas
- 5) Priority Planning-Workplace Personal Effectiveness
- 6) TML Operations Educational Programmes for Finance- Offshore Trip
- 7) Upstream, Joint Venture Accounting, Analysis & Audit
- 8) Petroleum Industry Basics Skills (PIBS)
- 9) Drilling Essentials for New Engineers and Non-Technical Oil & Gas Professionals

- 10) Dynamic Relationship Through Effective Communication Skills
- 11) From Steward to Strategist-In Search of Excellence
- 12) Microsoft Excel 2003 – Level 3
- 13) Vision XL Basic & Vision Executive Basic
- 14) New Financial Reporting Standards FRS 132 & 139 Financial Instruments- by PricewaterhouseCoopers
- 15) New Financial Reporting Standards FRS Improvements Project - by PricewaterhouseCoopers
- 16) The Practical Approach to Manage your Tax Compliance – by PriceWaterhouseCoopers

**Strengths:**

- Leadership qualities and a team player
- Sense of responsibility
- Work smart and fast learner
- Excellent skills in communication and collaboration
- Hardworking and aim to progress in a long-term career advancement

**Sport Activities:**

**Talisman Malaysia Limited**

- Best Finance Go-cart driver of the Year 2011
- Best Finance Female Bowler of the Year 2010
- Best Finance Bowler Team of the Year 2010

**EON bank berhad**

- Best Female Bowler of the Year 1995

**Universiti Teknologi MARA (UiTM)**

- Course representative for the inter-course championship at UiTM, Shah Alam, Selangor in 100m , 200m & 4X100m events
- Course representative for the inter-branch championship at UiTM, Kuantan, Pahang in 100m & 4X100m events
- Course representative for the inter-varsity championship at Universiti Utara Malaysia (UUM), Kedah & Universiti Sains Malaysia, Pulau Pinang in 4X100m events

**Willing to travel** : Yes  
**Willing to relocate** : No  
**Possess Own Transport** : Yes  
**Availability** : One month notice

**REFEREES**

Beh Swi Em  
 Accountant, Treasury  
 Enquest Petroleum Development  
 TEL : 03 -2302 1888

Alsa'adah Adam  
 Specialist, Accounting  
 HESS E&P Malaysia B.V  
 TEL : 03-2788 7000