

CURRICULUM VITAE

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SUMMARY

My desire is to obtain position as Internal Audit Executive at Far East Holdings Berhad, which allows me the opportunity to show my skills in Internal Auditing and Operations Management in previous experiences. I'm eager to utilize my strengths, while continuously learning and optimizing career growth and add value to the organization.

PERSONAL PARTICULARS

I/C Number : 941109-02-6277

Gender : Male

Age : 26 Years Old

Marital Status : Single

SKILLS

Information Technology : Microsoft Excel (Intermediate)

Microsoft Word (Proficient)

Microsoft Powerpoint (Proficient)

SAP System (Intermediate)

SQL Accounting System (Basic)

Language : Malay (Fluent)

English (Fluent) (Score 35/40 on JobStreet English Language Assessment)

Other : Driving (Malaysian driving license for classes B2 and D)

WORK PREFERENCE

Type of Employment : Permanent (Full-time)

Field : Internal Audit

EMPLOYMENT HISTORIES

Employer : MCAT Box Office Sdn Bhd

Role : Executive Internal Audit

Allowance : RM2, 460.00/month

Duration : 4th November 2019 – Present

Outline

Report to Senior Executive, the status and progress on audit finding on regular basis, to ensure all cinema operations comply with the Standard of Procedure.

Key Responsibilities

1. Verify Cinema cash sales and cashier counter on daily basis.
2. To make sure that the operations of cinema aligned with the SOP based on audit checklist.
3. Perform audit assignments during audit visit including cash count, cashier count, head count, vouchers verification and investigation based on report.
4. Perform stock take in cinemas inventory and verified with Manager on Duty.
5. Liaise with Cinema Manager on Duty and give recommendation for process improvement.
6. Participate with surprise audit that covers the financial and operation of the Cinema.

Employer : GITN Sdn Berhad

Role : Finance Executive (Protégé)

Allowance : RM2, 000.00/month

Duration : 4th April 2019 – 25th October 2019

Outline

Report to Head, Financial Management and Operation, which focus on reporting and process, to ensure all process within accounting department are comply to standards.

Key Responsibilities

1. Responsible for preparation monthly Management Account – consists of profit and loss, balance sheet, notes to the account, and cash flow.
2. Prepare cost analysis by gathering, analyzing, summarizing and interpreting data for monitoring and forecasting purposes.
3. Responsible for reconciliation all provision general ledger account at the end of every months.
4. Assist Head, Financial Management and Assistant Manager to drive excellence report in ensuring the accuracy and integrity of the Financial Report.
5. Liaise with other departments to make sure the process flow are smooth.

Employer : KitPay Fintech Sdn Bhd

Role : Account and Finance Executive

Salary : RM2, 500.00/month

Duration : 1st September 2018 – 7th February 2019

Outline

Report to Manager, Chairman's Office, related to accounting and finance matters, to make sure all transaction are correctly recorded.

Key Responsibilities

1. Prepare and maintain all documentation and related information regarding company business for auditing activities.
2. Liaise with external auditors for any queries regarding accounting matters.
3. Prepare invoices and supporting documentation for the services provided by the company to the client.
4. Responsible for maintaining financial accounting software used by the company.
5. Monitor, manage and maintain Security Token Offering (STO) project progress and deadlines from team members.
6. Liaise with auditor of the company for auditing activities.

Employer : TNB Connaught Bridge Sdn Bhd

Role : Account Assistant (Skim Latihan 1 Malaysia)

Allowance : RM2, 000.00/month

Duration : 6th November 2017 – 5th May 2018

Outline

Assist Finance Manager in accounting matters related to Utilities Industry.

Key Responsibilities

1. Maintain all need and information of job responsibilities to ensure availability of timely answer to the concerned parties.
2. Provides listing for invoices from Operator Power Plant to make sure all documents are properly maintained.
3. Verify the existing and functioning of asset in power station according to the drawing plan.
4. Responsible for preparation bank reconciliation and cash flow movements every months.
5. Participate in stock count for Power Plant Inventory during audit activities.
6. Verify stock movement between stock count and the system

Employer : McMillan Woods Mea (Chartered Accountants)

Role : Audit Assistant (Internship)

Allowance : RM700.00/month

Duration : 20th February 2017 – 4th August 2017

Outline

Assist Senior Auditor in auditing activities in various industries.

Key Responsibilities

1. Audit experience in various industries such as manufacturing, trading and holding company.
2. Assist Senior Auditor in planning, execution of the activities and finalization of audit assignments and reports.
3. Responsible for preparation audit working papers and documentation to be review by Audit Manager.
4. Discuss the audit checklist and audit findings with the Senior Auditor.
5. Perform audit function and test of controls during audit activities.
6. Perform stock take of inventory on one of the biggest retailing business in Malaysia.

ACADEMIC QUALIFICATIONS

Qualifications: Bachelor of Accounting (Hons.)

Status : Graduated

Institution : Universiti Tenaga Nasional (Kampus Sultan Haji Ahmad Shah)

Final CGPA : 3.12/4.00

Final Year Research Paper (Undergraduate)

Title : Factors that influencing intention of whistleblowing in curbing improper conduct among government officers in Malaysia.

Outline : Whistleblowing can be defined as an action of disclosure by organizational members of illegal, immoral and illegitimate organizational acts to the parties who can take action that can correct the wrongdoing. The study aimed to recognize the factors that influencing intention of whistleblowing among government officers in Malaysia. This research focused on demographic, individual, organizational and situational factors.

Sample : Accountant's General Department, National Audit Department and Ministry of Finance.

Result : The results showed individual, organizational and situational factors affect the intention of whistleblowing among government officers in Malaysia.

ACTIVITIES AND INVOLVEMENTS

- 2019** Best Group, GITN Protégé Team Building, MultiMedia University
- 2019** Finisher, My Jantungku Run 2019, Malaysia Occupational Safety and Health Practitioners' Association
- 2018** Participant, Malaysia Youth Economic Forum, Perdana Fellow Alumni Association
- 2018** Delegate, SME CEO Forum '*Disruptive Innovations*', SME
- 2018** Exhibitor, Global Islamic Fintech Summit, Elmangos
- 2018** Finisher, KL World Urban Run 2018, World Urban Forum 9

TRAININGS AND WORKSHOPS

Protégé Soft Skills Training, April 2019, MultiMedia University (MMU), Cyberjaya, Selangor

- One month program conducted by GITN Sdn Berhad that aimed to improve soft skills, information security and big data awareness, entrepreneurship, critical thinking, high impact presentation skill and art of visual communications.

Tenaga Safety Passport Workshop, November 2017, TNB Integrated Learning Solution (ILSAS), Bandar Baru Bangi, Selangor

- Two days program conducted by Tenaga Nasional Berhad that aimed to encourage knowledge and learning on the importance of safety, health and environmental compliance of staff during operation on the workplace.

REFERENCES

- 1. Pn. Sri Norakmalla Bt Mohammad Jalani**
Head, Financial Management and Operation,
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- 2. Pn. Nur Izlila Binti Othman**
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