



**AMRAN BIN KASSIM**

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Selangor Darul Ehsan

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### **HIGHLIGHTS OF QUALIFICATIONS**

- Have a great passion and interest in business and teamwork.
- Good communication with people.
- Experience in organizing teamwork activities.
- High commitment towards learning and exploring something new.

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### **WORKING BACKGROUND**

**Jan 2015 – Present**

**Indah Water Konsortium Sdn Bhd**

**Position: Finance Executive (Permanent)**

- Monitoring proper collection recorded and banked in Daily basis
- Ensuring all utility bills are recorder, processed, checked and paid
- To assist in preparing, monitoring and controlling OPEX and OFA Budget
- Preparing bank reconciliation by end of month
- Ensure summary report on outstanding Purchase Order to make sure timely submission of invoices
- Monitoring colleague on utilities monthly bill to be sent out to HQ in timely manner.

**April 2013 – December 2014**

**Malaysia Investment Development Authorities (MIDA)**

**Position: Economic Executive Officer (Contract)**

- Following up on clients post licensing application to gain Incentive in Pioneer Status or Incentive Tax Allowance.
- Provide a report and send the letter of approval to Minister of Ministry of trade and Industries (MITI) for the approval and send back to the company to enjoy the incentive given.

**May 2010 – December 2012**

**Mitra Malaysia Sdn Bhd**

**Position: Accounts Executive (Receivables)**

- Keep in touch with all the debtors to ensure the debts collected by the specific date which is already outstanding by the terms credit given
- Provide accounts reconciliation by the month end
- Assisting on customer's credit card payment.
- Monitoring customer account details for non-payments, delayed payments and other irregularities
- Maintain and update accounts receivable customer files

**ACADEMIC EDUCATION**

**September 2005 - August 2009**

**Multimedia University (Cyberjaya) Campus**

**Bachelor of Accounting (Hns)**

- Specialised in accounting stream. Main model included Taxation, Corporate Finance, Strategic Management, Microeconomics, and Business Law Managerial Accounting.

**May 2004 – August 2005**

**Multimedia University, Malacca, Malaysia**

**Foundation in Management Studies**

- Specialised in Management stream. Main model included Business Management, Introductions to statistic, Information System, Islamic Studies and English Studies.

**1999-2003**

**Sekolah Menengah Sultan Abdul Aziz Shah, Kajang**

**SPM – A1 in Mathematics**

## **ADDITIONAL CURRICULUM**

- Participants of Alpha Beta Freshies Skill Camp [2006]
- Participant of Malaysia's Book of record in the World Longest Kebab [2007]
- Participant of Silat Cekak Club - Kejohanan Pencak Silat Universiti Antarabangsa [2008]
- Tresurer in Jabatan Pertahanan Awam 3 at Sekolah Menengah Sultan Abdul Aziz Shah [2003]
- Librarian at Sekolah Menengah Sultan Abdul Aziz Shah [1999-2003]

## **SKILLS**

- Driving: full clean license
- MS Office (Word, Excel & PowerPoint)
- UBS Accounting System & Accounting Payroll
- ABACUS Accounting System (Traveling Agency)
- SAP Accounting System

## **REFEREE**

**Mr Nazri Muhammad Yusof**  
Mitra Malaysia Sdn Bhd  
Jalan Yap Kwan Seng, KL  
Phone: 03-21611311

**Mr Rafick Yusoof**  
Indah Water Konsortium (Unit KL)  
Pantai Sewage Works, Pantai Dalam  
Phone: 03-22824840