



CURRICULUM VITAE

ROSLITA BINTI ISHAK

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PERSONAL DETAIL

Address No.17, Jalan Anggerik 3C/4,
 Seksyen BS7, Bukit Sentosa 2,
 48300 Rawang, Selangor Darul Ehsan.
Date of Birth September 20th, 1977
Birth Place Alor Setar, Kedah
Marital Status Married
Religion Islam

WORKING EXPERIENCE

Eurofresh Sdn Bhd

Accounts and Admin Manager (April 2022 – June 2023)

Responsibilities

- Responsible of company full set of accounts
- Responsible for accounts receivable, payable and general ledger
- Prepare daily and monthly bank reconciliation, month end closing and monthly management report
- Responsible as treasury for the company by monitoring cashflow management, cashflow forecast and cashflow report
- Liaise with company secretary, bankers, auditors, tax agent, government agencies and any other parties
- Responsible for debtors and creditors control, collection and payment
- Responsible for financing matters (Bankers Acceptance, Term Loan, Revolving Credit and etc)
- Prepare payroll, overtime, sales commission, EPF, SOCSO, income tax and other payment related to payroll
- To arrange for interview, to prepare relevant documents and tests required for interviews
- To compile application form together with relevant documents (for successful candidates) for issuance of offer letters
- Responsible for company and office administration matters including company vehicle, insurance for staff and properties, road tax, PUSPAKOM inspection and etc
- Responsible and monitor day to day operation of Finance, Accounts, HR and Admin Dept.
- Responsible to provide all the info related to company's tax, Kastam's documentation (preparation, submission and declaration)
- All other task related to finance, accounts, admin and HR
- Any other task, as and when instructed by management

Fuzi Dream Furniture Industries Sdn Bhd
Accountant (January 2020 – November 2021)

Responsibilities

- Responsible of company full set of accounts
- Responsible for accounts receivable, payable and general ledger
- Prepare monthly bank reconciliation, month end closing and monthly management report
- Responsible as treasury for the company by monitoring cashflow management, forecast and report
- Prepare product costing when required
- Liaise with company secretary, bankers, auditors, tax agent, government agencies and any other parties
- Responsible for debtors and creditors control, collection and payment
- Responsible for financing matters (HP, Term Loan, new loan application and etc)
- Prepare payroll, overtime, sales commission, EPF, SOCSO, income tax and other payment related to payroll
- To arrange for interview, to prepare relevant documents and tests required for interviews
- To compile application form together with relevant documents (for successful candidates) for issuance of offer letters
- Responsible for company and office administration matters including company vehicle, insurance for staff and properties, road tax, PUSPAKOM inspection and etc
- Responsible and monitor day to day operation of Finance, Accounts, HR and Admin Dept.
- Responsible to provide all the info related to company's taxation, SST (preparation, submission and declaration)
- All other task related to finance, accounts, admin and HR
- Any other task, as and when instructed by management

Synergy Sterilisation Rawang (M) Sdn Bhd – MNC Company (f.k.a Sterilgamma (M) Sdn Bhd)
Accountant (April 2011 – May 2015)

Responsibilities

- To report directly to the Malaysia Financial Controller
- To supervise Accounts Executive and Accounts Clerk
- Responsible of company full set of accounts
- Involve in the restructuring of accounting system and interfacing with new systems
- Prepare reconciliation for company group of accounts
- Responsible for accounts receivable, payable and general ledger
- Verified invoices, Credit & Debit Note and Official Receipt before sending to customers
- Verified staff monthly claims
- Prepare monthly bank reconciliation
- Responsible as treasury for the company by monitoring cashflow management, cashflow forecast and cashflow report
- Prepare weekly and monthly cash flow and sales report
- Liaise with customers, bankers, auditors, government agencies and any others parties
- Responsible for debtors and creditors control, collection and payment
- Involve in restructuring of Terms and Conditions of Employment
- Verified payroll, overtime, EPF, SOCSO, income tax and other payment related to payroll
- Prepare journal and monthly report on payroll, overtime, yearly bonus calculation, retirement benefit and other related to payroll

- Responsible for financing matters (HP and etc)
- Responsible to maintain and prepare the accrual and provision accounts
- Responsible and monitor day to day operation for Finance and Accounts Department
- To provide all the info related to tax matters
- Ensure all current month's data been entered/updated according to specified accounts so monthly closing of accounts can be achieved
- Monitor monthly debtors and creditors ageing and ensure filing system is in order and standardized
- All other task related to finance, accounts and company taxation

Sterilgamma (M) Sdn Bhd

Assistant Manager – Accounts (January 2009 – March 2011)

Responsibilities

- To report directly to the Chief Financial Controller
- To supervise Accounts Executive and Accounts Clerk
- Responsible of company full set of accounts
- Prepare reconciliation and consolidated for company group of accounts
- Responsible for accounts receivable, payable and general ledger
- Verified invoices, Credit & Debit Note and Official Receipt before sending to customers
- Verified staff monthly claims
- Verified monthly bank reconciliation
- Responsible as treasury for the company by monitoring cashflow management, cashflow forecast and cashflow report
- Prepare monthly Management Report, annual budget and forecast for the group of company
- Liaise with customers, bankers, auditors, government agencies and any others parties
- Responsible for debtors and creditors control, collection and payment
- Prepare payroll, overtime, EPF, SOCSO, income tax and other payment related to payroll
- Liaise with bankers and government bodies (EPF, SOCSO, income tax) regarding payroll
- Prepare journal and monthly report on payroll, overtime, yearly bonus calculation, retirement benefit and other related to payroll
- Responsible for financing matters (HP, Term Loan, LC, BG and etc)
- To provide all the info related to tax matters
- Ensure all current month's data been entered/updated according to specified accounts so monthly closing of accounts can be achieved
- Monitor monthly debtors and creditors ageing and ensure filing system is in order and standardized
- Prepare monthly sales and receivable report in order to achieve sales effective price
- All other task related to finance, accounts and company taxation
- Any other task, as and when instructed by management

Sterilgamma (M) Sdn Bhd

Senior Accounts Executive – Receivable and Payroll (January 2007 – December 2008)

Responsibilities

- To report directly to the Head of Finance
- Assist in budget preparation and any other tasks related
- Prepare monthly sales and receivable report in order to achieve sales effective price
- Prepare monthly Management Report and annual report for company sales, cash inflow and forecasting

- Liaise with customers, bankers, auditors, government agencies and any others parties
- Key-in data into system with regards to Accounts Receivable
- To supervise Accounts Clerk
- Check and ensure the invoices, debit/credit notes and statement are in order before sending to customers
- Ensure all current month's data been entered/updated according to specified accounts so monthly closing of accounts can be achieved
- Monitor monthly debtors ageing in order to collect the payment from customers
- Ensure Accounts Receivable filing system is in order and standardized
- Prepare payroll, overtime, EPF, SOCSO, income tax and other payment related to payroll
- Liaise with bankers and government bodies (EPF, SOCSO, income tax) regarding payroll
- Prepare journal and monthly report on payroll, overtime, yearly bonus calculation, retirement benefit and other related to payroll
- Involve in restructuring of Terms and Conditions of Employment
- To carry out any duties instructed by immediate superiors and management

Sterilgamma (M) Sdn Bhd

Accounts Executive – Receivable (May 2006 – December 2006)

Responsibilities

- To report directly to the Head of Finance
- Prepare monthly Management Report and annual reports for company sales, cash inflow and forecasting
- Liaise with auditors, tax agents, bankers, customers and etc
- Key-in data into system with regards to Accounts Receivable
- Prepare invoices, Debit/Credit Note and statement of accounts to customer
- Reconciliation of invoices, debit/credit notes and statement to customers
- Ensure all current month's data been entered/updated according to specified accounts so monthly closing of accounts can be achieved
- Monitor monthly debtors ageing in order to collect the payment from customers
- Ensure sound and consistent accounting procedures and financial policies
- Ensure Accounts Receivable filing system is in order and standardized
- To carry out any duties instructed by immediate superiors and management

Network Guidance Sdn Bhd

Senior Finance and Admin Executive (January 2002 – April 2005)

Responsibilities

- To report directly to General Manager
- To be accountable on the budget preparation and any other tasks related
- Maintain full set of accounts, analyze, evaluate, compare and review financial ratios
- Prepare monthly Management Report and annual reports, tax submission, cash flow, forecasting, budgeting and costing
 - Responsible as treasury for the company by monitoring cashflow management, cashflow forecast, cashflow report and budget monitoring
- Liaise with auditors, tax agents, lawyer, bankers, suppliers, government bodies and etc.
- Arrange for banking matters (TL, LC and etc.) and prepare bank reconciliation
- Prepare payroll and payroll arrangement with bank, EPF, SOCSO and income tax

- Responsible to fixed asset register and fixed asset management
- Key-in data into system with regards to AR, AP, CM, FA, INVENTORY
- Custodian of petty cash, reconcile and arrange petty cash reimbursement
- Prepare purchase requisition form and call for quotation (for Finance and Admin Dept)
- Prepared PO to suppliers/vendors
- Reconciliation of invoices, debit/credit notes from suppliers
- Arrange payment to vendors/suppliers – Payment voucher preparation
- Ensure all current month's data been entered/updated according to specified accounts so monthly closing of accounts can be achieved
- Monitor monthly creditors ageing in order to plan for payment
- Involve in the restructuring of accounting system and interfacing with other systems
- To update on the revision of Financial Policy & Procedure
- Ensure sound and consistent accounting procedures and financial policies
- To be responsible in human resources management and office administration
- Arrange for staff recruitment : advertising, interview, appointment letter and Contract of Employment
- Arrange for staff training and ensure their feedback report being submitted
- Verify on the staff claims according to the Terms and Conditions of Employment
- Ensure staff adherence to the Company Rules & Regulations
- To update staff leave and medical benefits
- Ensure the procurement/purchasing process is efficiently worked and complete
- Liaise with external party particularly on the office premise matters i.e. office rental, repair and maintenance, security and etc.
- Ensure office security is intact and safe
- Ensure the filing system is in order and standardized
- To custodian of office fax, photostate machine and network printer
- Liaise with despatch on the office correspondence and postage delivery
- Involve in structuring of Company Terms & Conditions of Employment and Company Rules & Regulations
- Other duties relating to finance, accounts, human resources and administration as and when directed by the management

Network Guidance Sdn Bhd

Finance and Admin Executive (January 2000 – December 2001)

Responsibilities

- To report directly to Finance and Admin Manager
 - To maintain full set of accounts and preparation of financial statements
 - To be accountable on the budget preparation and any other tasks
 - To be responsible as treasury for the company
 - To be responsible in human resources management and office administration
 - Prepare payroll and payroll arrangement with bank, EPF, SOCSO and income tax
 - To arrange for interview, to prepare relevant documents and tests required for interviews
 - To compile application form together with relevant documents (for successful candidates) for issuance of offer letters
 - Other duties relating to finance, accounts, human resources and administration as and when directed by the management
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EDUCATION BACKGROUND

<u>Year</u>	<u>Institution</u>	<u>Qualification</u>
1984-1989	Sekolah Kebangsaan Alor Janggus	UPSR (4A 1B)
1990-1992	Sekolah Menengah Mergong	SRP (11 Aggregate)
1993-1994	Sek Men Teknik Tunku Abd Rahman Putra	SPM (12 Aggregate)
1995-1996	Universiti Putra Malaysia	Accounting Matriculation
1996-1999	Universiti Putra Malaysia	Bachelor of Accountancy

MEMBERSHIP

Malaysian Institute of Accountants (MIA) – Chartered Accountant (32483)

LAST DRAWN SALARY : RM 5,350.00

EXPECTED SALARY : RM 7,000.00

AVAILABILITY : ANYTIME

PERSONAL STRENGTH

Good interpersonal and analytical skills, able to handle multitasking, detail and result oriented

Self-motivated, energetic, effective team player, creative and resourceful

Have experience and knowledge in various fields

Able to work independently and under pressure

PERSONAL INTEREST & SKILLS

Hobbies - Reading, gardening and sewing

Computer knowledge - Microsoft Office (Word, Excel, PowerPoint, Access)

- Computerized Accounting Systems (UBS, FACT, AccTrak21, Biztrak, SQL and Autocount)

- ERP systems – IFS Solution

- UBS Payroll, UBS Human Resource, Time Attendance Systems, SQL Payroll and Million Payroll

- Internet, Intranet, SPSS, Google Form

Languages - Bahasa Melayu

- English

REFERENCE

Hanani binti Abdul Rafar

Human Resource Manager – Synergy Sterilisation Rawang (M) Sdn Bhd

Telephone : 019-3010 607

Mohamad Hisam bin Mohamad Yusof

Senior Manager - Perbadanan Pembangunan Pertanian Negeri Perak (Perak SADC)

Telephone : 019-573 7404
