

Mr. Lee Wee-Giap

No. 4, Jalan SS3/41 A, 47300 Petaling Jaya, Selangor
(Home): 03 – 7877 0780, (Mobile): 016 – 232 2800

D.O.B.: 26th April 1981

Email: weegiaplee@yahoo.com

PROFESSIONAL EXPERIENCE

Homage Sdn Bhd

Finance Department

Kuala Lumpur

Oct 2022 – Feb 2023

- Finance Manager

- In charge of Accounts Receivable & Statutory Compliance
- Perform Shared Services Accounts Receivable for Malaysia
- Clean-up the Accounts for 2022
- Closed the audit for Financial Year Ended 2021 and Tax Submission to LHDN
- Key Achievements: 1) Completed the Clean-up 2022 Accounts, 2) Finalised the audit 2021 3) Collected 20% of Bad Debts that were owing more than 1 year.

IMU Education Sdn Bhd

Finance Department, Healthcare Division

Bukit Jalil

Dec 2019 – Sep 2022

- Finance Manager

- Led a team of 8 personnel. 2 Accounts Staff and 6 cashiers managing their daily tasks
- Involved in Tender Evaluation for Medical Equipments/ Medical Services Purchased for the Hospital
- Prepare the management accounts while recommending proper treatments to be done.
- Perform analysis on numbers for monthly, quarterly and yearly management reporting
- Review prices and costs of new services
- Monitor the Hospital Capital Expenditure Budget
- Perform budget exercise for the respective clinics and coordinate the budget process.
- Liaise with internal and external auditors on audit queries and resolve the queries.
- Key Achievements: 1) Innovated the Billing Process of the Dental Clinic, 2) Prepared the Chart of Accounts for the Hospital 3) Prepared Standard Operating Procedures for the Hospital Finance Operations 4) Involved in the Business Requirement System for Hospital Information System 5) Person In Charge for the implementation of Financial Systems

Gideons (M) Sdn Bhd

Sales Department

Kelana Jaya

Dec 2017 – Nov 2019

- Sales Manager

- Led a team of 5 sales staff, managing schedules, performance review and daily tasks
- Act as a liaison between relevant managements within the company on marketing implementation strategies to achieve objectives
- Promote and sell medical device to hospitals and medical professionals
- Achievement of sales target and product demonstration/ training within assigned territory.
- Build strong customer relations through excellent customer service and work closely with healthcare professional to develop the market
- Effective execution of promotional strategies and sales plans in line with the company business objectives.
- Development and maintain new and existing client base.
- Key Achievements: Accelerated sales with 50% growth in 2018 vs 2017.

Assunta Hospital (245 bedded)

Petaling Jaya

Dec 2016 – Nov 2017

Finance Department

- Finance Manager

- Responsible for leading a team of 16 people in various department such as Credit Control, Purchasing and General Store
- Managing customer collections and accounts receivables, mainly in charge of credit control department
- Investigate financial standing and establish credit limits of corporate clients' and patients' account
- To manage and direct the credit control department of the hospital and ensure accurate and prompt collections of outstanding bills
- Evaluate and implement effective credit and collection policies and procedures
- Key Achievements: 1) Managed to collect back the accounts receivables which are more than a year 2) Reduced the debtor turnover days from 50 to 45 days.

TDMC Hospital (46 bedded)

Kuala Lumpur

Apr 2014 – Nov 2016

Finance Department

- Assistant Finance Manager promoted to Finance Manager

- Responsible for leading a team of 30 people in various department such as Accounts, Purchasing, Billing, Credit Control, Front Office and Information Technology
- Analysing the financial reports of the Hospital and submit the results to the Holding Company
- Preparing annual budget and business plan for the Company and Management Review
- Leading the Finance Department for interim and year-end auditing for external and internal auditors
- Participating in decision-making with the Management and other departments which involves financial matter.
- Key Achievements: 1) Improved operational efficiency for billing, credit control, purchasing and accounts department by restructuring and optimizing resources available. 2) take on extended responsibilities in marketing operations.

Vision College

Kelana Jaya

July 2006– Mar 2014

Finance & Human Resource Department

- Assistant Finance Manager promoted to Finance Manager

- Responsible for leading a staff of 3 in the Finance department
- Worked with ISO 9001: 2008 officers for the implementation of new accounting processes
- Successful implementation of ISO 9001:2008 for the accounting processes
- Ensuring that the accounting processes conforms with the ISO 9001: 2008
- Evaluating the processes of the finance department to ensure that it meets the organisation's objectives. Highlight any financial risk issues to the management if any
- Manage the payroll ensuring that increments and bonuses are paid fairly
- Performed monthly bank reconciliations, account payables and receivables.
- Provide yearly budget for annual expenditures and manage expectations of marketing managers
- Work closely with auditors to ensure timely preparation of year end audited accounts
- Key Achievements: improve operational efficiency and implemented cost reduction measures.

- Human Resource Assistant Manager promoted to Human Resource Manager

- Responsible for leading a staff of 2 in the Human Resource Department
- Worked with ISO 9001: 2008 officers for the implementation of new HR processes
- Successful implementation of ISO 9001:2008 for the HR processes
- Ensuring that the human resource processes conforms with the ISO 9001: 2008
- Performing staff recruitment for different departments
- Monitoring and evaluating staff performance through key performance indicators
- Ensuring adequate staff training, development and welfare
- Ensuring fair remuneration and benefits for the staff
- Ensuring employee safety, welfare, wellness and health;
- Engages in continuous education and staff development
- Performing employee counseling
- Key Achievements: implemented proper payroll system and hiring systems

Avenue Securities Sdn Bhd

Kuala Lumpur

Sept 2004 – June 2006

Corporate Finance Department

- Executive Promoted to Senior Executive

- Performed financial modeling work on cash flow forecast, profit projections of companies, financial viability assessment and perform research on industries.
- Preparation of submission documents to the authorities, liaising with lawyers and solicitors and reporting accountants. Wrote Independent Advisory Letters and Circulars, reviewed legal documents, thorough knowledge of regulations and guidelines set by relevant authorities for Corporate Finance transactions.
- Analysed companies on listing eligibility. Coordinating with the relevant authorities for several corporate transactions such as acquisitions, disposals, restructuring, reorganization and general offers.

Southern Investment Bank Bhd.

Kuala Lumpur

May 2003 – Aug 2004

Corporate Finance Department

- Trainee Executive Promoted to Executive

- Performed analytical work on cash flow forecast, profit projections of companies, financial viability assessment and perform research on industries.
- Wrote Independent Advisory Letters, reviewed legal documents, possess knowledge of regulations and guidelines set by relevant authorities for Corporate Finance transactions.
- Analysed companies on listing eligibility on MESDAQ. Involved in the Initial Public Offering (IPO) of companies and General Offer (GO) for several corporate.
- Treasurer of Sports Club for the Company

Gideons (M) Sdn. Bhd.**Petaling Jaya****Aug 2002 – Apr 2003***Accounting and Finance Department**- Junior Executive*

- Gideons is a nationwide healthcare company, trading medical equipment, pharmaceuticals and peripheral products, and fine chemicals.
- Responsible for timely management reporting of accounts, ongoing and annual budgeting, bank reconciliations, accounts payable, accounts receivable and finalisation of accounts for year-end audit (including working with the auditors to finalise the books).
- Also responsible for streamlining the systems such as accounts, services and sales process through Microsoft access and programming.
- Attended trade shows, conferences and training courses in the US, Germany, South Korea, Singapore and Malaysia on behalf of the Company.

EDUCATION

**Masters in Business Administration
(Part Time)****Jul 2008 - Nov 2012***Manchester Business School*

- Successfully passed the following modules

- Marketing Strategy	- Investment and Portfolio Management
- Managerial Economics	- International Business Strategy
- Corporate Finance	- Treasury, Foreign Exchange and Trade Finance
- Management & Organisational Behaviour	- Strategic Management
- Financial Analysis	

**The Association of Chartered Certified Accountants ("ACCA")
(Part Time)****Jun 2003 - Aug 2005***Sunway TES*

- Member of the Association of Chartered Certified Accountants. (August 2006)
- Successfully passed the following modules

Exemption:	Passed:
- 1.1 Preparing Financial Statements	- 2.5 Financial Reporting
- 1.2 Financial Information for Management	- 2.6 Audit and Internal Review
- 1.3 Managing People	- 3.3 Performance Management
- 2.1 Information Systems	- 3.4 Business Information Management
- 2.2 Corporate and Business Law	- 3.5 Business Planning Development
- 2.3 Business Taxation	- 3.6 Advance Corporate Reporting
- 2.4 Financial Management and Control	- 3.7 Strategic Financial Management

**Bachelor of Arts (Hons) in Accounting and
Financial Management****Jan 2000 – Jul 2002***University of Sheffield, United Kingdom*

ADDITIONAL SKILLS

Languages: Fluent speaking and writing in English and Malay. Conversational Chinese.

Computing: Advanced Microsoft Excel, Word, PowerPoint, Bloomberg and Internet

Referees: Upon Request