



PERSONAL DATA

Name : Tan Leng Aun (Andrew)
Date of Birth : 24 March 1976 (46y)
Phone : +6012 323 1863
Residence : Kuala Lumpur
Race : Chinese
Religion : Christian
Gender : Male
Height : 178 cm
Weight : 75 kg
Marital Status : Married
Health : Excellent
Nationality : Malaysian
Hobbies / Interests : Reading & listening to music

EDUCATION BACKGROUND

Highest Level

Level: Bachelor Degree
Field of Study: Accounting / Finance / Banking
Major: Accounting and Finance
Location: United Kingdom
Name of Institution: Sheffield Hallam University
Graduation Date: 9/2000

Second Highest Level

Level: Professional Degree
Field of Study: Accounting / Finance / Banking
Major: Management Accounting
Location: Malaysia
Name of Institution: Chartered Institute of Management Accountants (CIMA)

Third Highest Level

Level: Advanced Diploma in Commerce
Field of Study: Accounting / Finance / Banking
Major: Management Accounting
Location: Malaysia
Name of Institution: Tunku Abdul Rahman College, KL
Graduation Date: 4/2000

Fourth Highest Level

Level: Diploma in Commerce
Field of Study: Accounting/Finance/Banking
Major: Management Accounting
Location: Malaysia Graduation Date: 4/1998
Name of Institution: Tunku Abdul Rahman College, KL

WORKING EXPERIENCE & ACHIEVEMENTS

Company name: HWH Malaysia Sdn Bhd
Title: Asia Director of Operations & Finance
Level: Senior Management
Specialization: Finance & Operations
Function: Senior Management
Industry: Direct Selling
Date joined: 1/4/2020 - Present
Duties: Review all operation procedures and recommend adjustments and new standard operations procedures.
Oversee the adjustment and new placement of board of directors.
Review inventory management and order flow.
Oversee product registration process.
Review all financial procedures and provide recommendations for proper checks and balances.
Review commission payment protocols and provide recommendations.
Oversee import documentation for products into Malaysia.
Oversee logistics and distribution of products within Malaysia.
Review office security protocols to ensure all Company's assets are secure and protected.
Support Directors and Shareholders as deemed necessary.
Support operations and finance setting up of other Asia market.

Accomplishments Stabilise inventories situation to support day-to-day operations from massive out of stocks scenarios.
Assist in setting up Taiwan and Thailand entities.
Ensure successful commission payout on / before every 15th of the month.

Company name: doTERRA Malaysia Sdn Bhd
Title: Senior Operations Manager
Level: Senior Management
Specialization: Operations
Function: Senior Management
Industry: Direct Selling
Date joined: 1/6/2016 – 31/8/2019
Duties: **Operations**

- Setting up Operations Department
- Overseeing Operations Department with maintaining efficient and effective warehouse, IT and logistics operations in Malaysia to help reduce cost and improve product movement to distributors.
- Working as a team with others in Singapore and Corporate offices to focus resources appropriately, reduce waste, and increase

shipping output. In charge of product quality verification and report quality concerns.

- Monitor on stock availability and coordinate on stock replenishment.
- Coordinate annual stock take.

Others

- In charge of Malaysia Virtual Office.
- Local contact for Malaysia Compliance matter.
- Overseeing customer service team.
- Accountable for Human Resource and Admin.

Accomplishments

Overseeing & setting up of Finance & Operations Department.
In charge of Malaysia conversion & direct deposit registration.
Improve on MY delivery packaging.
Ensure sufficient buffer stock to support day-to-day operation and promo period & reduction of slow-moving stock with proper planning & co-ordination with Sales & Marketing Dept.
Involve in setting customer service dept.
Ensure successful commission payout on every 25th of the month.
Found doTERRA Malaysia office & product center location.

Reason of leaving :

Assist my uncle business temporarily due to he met an accident (repayment of gratitude).

Company name:

Young Living Malaysia Sdn Bhd

Title:

Finance & Admin Manager

Level:

Senior Management

Specialization:

Finance & Admin

Function:

Senior Management

Industry:

Direct Selling

Date joined:

1/10/2014 – 31/5/2016

Duties:

Accounting & Finance

- Overseeing & setting up Finance Department.
- Managing full accounting function for Young Living Malaysia from the initial sale to the final reporting stage to ensure that both local Government statutory and Corporate Management reporting obligations are met in an accurate and timely manner.
- Provides valuable historical and analytical data to assist Sales and Marketing in maximizing the growth potential of Young Living in Malaysia.

Human Resource & Admin

- Accountable for the full spectrum of HR & Administrative.
- Daily inspection of working environment / conditions.
- Oversee recruitment strategy.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Setting up E-Leave & E-Payslip.
- Project Manager for GST implementation.

Accomplishments

Head of GST project. Successful GST registration & implementation.

100% inventory accuracy during 2014 year-end stock take.
 Setting up and successful implementation of E-Leave and Queue Management System to improve Human Resource & Operation effectiveness & efficiency.
 Overseeing & setting up of Finance & Operations Department.
 Ensure sufficient buffer stock to support day-to-day operation and promo period & reduction of slow-moving stock with proper planning & co-ordination with Sales & Marketing Dept.
 Manage to convince corporate to reduce transfer pricing and management fees.
 Ensure successful commission payout on every 25th of the month.

Reason of leaving : Headhunted to join doTERRA.

Company name: Steel Recon Industries Sdn Bhd
Title: Finance & Operations Manager
Level: Senior Management
Specialization: HR & Admin and Operations
Function: Senior Management
Industry: Manufacturing
Date joined: 16/4/2013 **Date left:** 30/9/2014
Duties: Human Resource & Admin

- Accountable for the full spectrum of HR & Administrative.
- Setting challenging KPI's and leading the team to achieve it.
- Responsible for accuracy of management reports.
- Daily inspection of working environment / conditions.
- Oversee recruitment strategy.
- Involve in manpower planning (office & factory) and liaise with office & factory managers & heads of department.
- Monitor and advise managers / heads of department in the discipline systems of the organization. Monitor the implementation of a performance improvement process with non-performing employee.
- Review, guides and approves management recommendation for employment termination.
- Leads organization compliance with existing governmental and labour legal & government reporting requirements. Maintain minimal organization exposure to lawsuits.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Develop & implement Human Resource & Admin policies with proper communication to Managers / Heads of Department / Employees.
- Conduct employee satisfaction survey.
- Reviewing of all Human Resource & Admin documentation and payroll.

Operations

- Project Manager for office renovation.
- Implementing UniFi replacing Streamyx
- Involve in studying & implementation of new ERP system.
- Setting up E-Leave & E-Payslip.

- Overseeing new corporate video implementation.
- Involve in restructuring process.
- Improvisation on FOMEMA application & approval

Accomplishments : Overseeing Human Resource & Admin Department.
Successful office renovation within given time frame.
Successful implementation of Unifi & E-Leave and E-Payslip.
Develop & implement Human Resource & Admin policies.

Reason of leaving : No finance roles despite being promised earlier on.

Company name: **MonaVie Malaysia Sdn Bhd**
Title: **Director of Finance & Operations**
Level: Senior Management
Specialization: Accounting, Finance, Tax, Legal, HR & Admin and Inventory & Logistic
Function: Senior Management
Industry: Direct Selling
Date joined: **15/5/2010** **Date left: 31/1/2012**
Duties: **Account Payable**

- Oversee entire Accounts Payable procedures.
- Ensure all payments are being supported with complete and original documents & in accordance with Spending Authority Matrix (SAM).
- Authorized payment for amounts RM 30,000 and below, except Payroll.
- Assist in analysing supplier agreement and engage legal point of view if necessary.

Inventory Management

- Oversee entire Inventory Management procedures.
- Recommended new Inventory Management procedures.
- Involve in setting up Distributor Own Warehouse (DOW).
- Overseeing accuracy of inventory reporting.
- Ensure inventory management procedures are being adhered to at all times.
- Assist in interim and annual stock take.

Fixed Asset

- Oversee entire fixed asset process to ensure it complies with MonaVie Fixed Assets Procedures.
- Monitor on capital investment spending to ensure it on track with the approved capital investment spending.

Admin

- Ensure all agreement with customers and suppliers are in compliance with internal audit policy on contract management.
- To keep a copy of original agreement in company fire proof safe.
- To scan and keep a soft copy of agreement in company server.
- To maintain a summary list of all agreement (new & old) in hand.
- To monitor on validity of all agreement in hand.
- To involve in supplier agreement negotiation and review (for agreement related to non-sales)

Final Account (Month / Year end closing)

- Review draft account – P&L and B/S with Finance Team.
- Involve in Management Reporting.

Banking

- Review and approved on monthly bank reconciliation and petty cash.
- Involve in analysing & recommending new banking & internet banking facilities for MonaVie.
- Overseeing cash management procedures and involve in setting up of Cash-In-Transit (CIT) facilities.
- Involve in liaising with Merchant Credit Card service provider for better Merchant Discount Rate (MDR).

Human Resource (HR)

- In charge of overall Human Resource aspects.
- Liaising with third party payroll service provider for accurate payroll reporting and on time monthly payroll.
- Maintain and updating individual employee file.
- Prepare letter of employment for new employee.
- Conduct orientation for new employee.
- Provide HR update to all employees from time to time.
- Maintain and update E-Leave.
- Monitor on pending approval E-Leave and highlight to respective approver for action.
- Set up access right for E-Leave for new employee.
- Ensure all employees understand and make full use of E-Leave system.
- Maintain updated staff particulars.
- Engage panel hotel in Malaysia.
- Maintain and update organization chart and contact list.
- Ensure human resource policy is in compliance with Malaysia Employment Act 1955.
- Ensure all employees comply with human resource policy and employee handbook at all time.
- Maintain and update HR policy file.
- Prepare monthly payroll data for management approval.
- Maintain and update payroll file.
- Update monthly payroll entries into Great Plains (GP).
- In charge of company recruitment by placing advertisement in newspaper and job recruitment website.
- Monitor and forward job application to related person in charge.
- Maintain company fire proof safe.
- Ensure petty cash are being kept at fire proof safe at all times..
- Ensure all company belongings are being return to company upon employee resignation.
- Search for new office location and recommend to management, if necessary.
- Maintain and update job description filing for all employees.
- Conduct annual performance evaluation for all Finance & Admin Dept and Inventory Dept employees.

- Assist Finance & Admin Dept and Inventory Dept employees in achieving their personal goals.
- Sending Finance & Admin Dept and Inventory Dept employees to relevant training to enhance their competency and working knowledge.

Audit

- Oversee entire audit process.
- Review and implement audit recommendation if necessary.
- Review and finalized final audit report.
- Ensure audited annual financial statement to be send to MonaVie LLC.
- Ensure annual financial statement submission is in compliance with Malaysia Company Act 1965.
- Filing of each year audit report.

Taxation

- Oversee entire taxation process.
- Review and implement tax recommendation if necessary.
- Review and finalized final tax report.
- Ensure tax submission is in compliance with Malaysia Company Act 1965.
- Review and revise estimated tax payable for current year of assessment on every 6th and 9th month.
- Filing of each year tax report.

Company Secretary

- Ensure company secretary maintain updated information on MonaVie Malaysia.
- Ensure company is in compliance with Malaysia Company Act 1965 at all times.
- Liaise with company secretary on annual general meeting.
- Maintain and update company secretary file.

Budget

- In-charge of overall budget process, inclusive preparation.
- Ensure budget is in line with company goals and objectives for the coming years.
- Involve in budget data inputting in GP.
- Review accuracy of budget data in GP and revise it if necessary.
- Maintain and update yearly budget file.

Shareholders' Resolution / Minutes of Shareholders' Meeting

- Arrange Annual General Meeting of shareholders.

Purchasing

- Oversee entire purchasing procedures.
- Ensure all employees comply with the purchasing procedures at all time.
- Review and approve on purchase requisition.
- Review and approve on purchase order.

Operation

- Oversee entire operation to ensure it in line with company goals and objective.
- Ensure all MonaVie procedures are clearly established and executed.
- Supervise logistic operation to ensure it meets distributor expectation.
- Monitor on monthly logistic cost.
- Assist in analysing and provide recommendation to operation problems.
- Conduct monthly meeting with logistic provider, UPS & GDEX, together with Inventory team.
- Analyse and approve on inventory adjustment form.

Others

- Review and perform weekly cash flow forecast.
- Analysing of distributor support daily sales report.
- Prepare yearly BMS to Ministry of Trade & Industry.

Accomplishment: Confirm within 3 months (6 months' probation)
Join as Finance & Admin Manager and promoted to Director of Finance & Operations within 11 months.
Create new inventory management procedures.
Involve in Fraud Preventive Committee.
Improve on overall management skills.

Reason for leaving: Taking care my mum on full time basis due to she felt down at home, have to undergo major operation, bed ridden for near to a year in process of recovery.

Company name: **Atotech Malaysia Sdn. Bhd.**
Title: **Finance & Admin Manager**
Level: Management
Specialization: Accounting, Finance, Credit Control, Tax, Legal, HR & Admin, Logistic & Customer Service
Function: Management
Industry: Chemicals
Date joined: 1/2/2006 **Date left:** 14/5/2010
Duties: Account Receivable & Credit Management
Account Payable, Inventory Management
Fixed Asset, Admin
Final Account (Month / Year end closing)
Banking, Human Resource (HR)
Audit, Taxation, Company Secretary
Budget
Shareholders' Resolution / Minutes of Shareholders' Meeting, IT, Purchasing, Operation, Others
Reporting, SAP BW

Accomplishment: Head of SAP project for Malaysia.
Improve on report presentation, computer, management, negotiation & communication skills.
Involve directly on internal control system.

Reason for leaving: Strive for more challenging & dynamic role.

Company name: Trane Malaysia Sales & Services Sdn. Bhd.
Title: Accountant
Level: Management
Specialization: Accounting, Finance & Credit Control
Function: Management
Industry: Air Cond, Heater & Ventilation
Date joined: 1/12/2003 **Date left:** 31/1/2006
Duties

Accomplishment: Head of Sarbanes Oxley project for Malaysia. 2nd fastest implementation in Asia Pacific.
 Improve on report presentation, computer, management, negotiation & communication skills.
 Involve directly on internal control system.

Reason for leaving: Opportunity to move up to managerial position and expose to more management skills.

LANGUAGE PROFICIENCY AND CAPABILITIES

Speaking	➤ English, Bahasa Malaysia, Mandarin, Japanese, Cantonese, Hokkien.
Writing	➤ English, Bahasa Malaysia, Mandarin
Computer skills	➤ Microsoft Office Word, Access, Excel, PowerPoint, Internet Savvy, Social Media. Accounting Software : SAP system (FICO & BW), Great Plains (GP) system, UBS Accounting & Payroll Software, UBS Stock Software

SKILLS AND ABILITIES

- Total more than 20 years of relevant working experiences, with full spectrum of Group Corporate Financial reporting, Analysis, Accounting, Budgeting, Auditing, Taxation, Cash Flow Management, Human Resource Management, Administration, Customer Service, Information Technology, Company Secretarial and Corporate Affairs Management, and others business operations supports...
- As an advisor, business mentor & team player of the Board & Management.
- Good experience in MLM industry / Manufacturing / Information Technology / Banking & Service & etc....
- Proficient in English / Bahasa / Mandarin (Written & Spoken)
- Proficient in Microsoft Office (Word, Access, Excel, PowerPoint), Social Media, Internet Savvy. Accounting Software : SAP system (FICO & BW), Great Plains (GP) system, UBS Accounting & Payroll Software, UBS Stock Software
- Good communication skills, experienced working across multiple/matrix levels, functions, regions and countries cultures
- Good interpersonal skill, confident, positive.
- Competent in reviewing and interpreting financial results and identifying internal control

- procedures and weaknesses.
- Good work presentation and report writing including preparation of financial statements and management reports for external and internal reporting purposes.
- Able to manage work process closely to ensure project based work is completed with minimal follow up errors.
- Always trying to identify areas for improvement and strive for quality work.
- Ability to cope with pressure and meet tight reporting deadlines via well-structured planning.
- Good communication and inter-personal skills in establishing close working relationship with superior, peers, colleagues and clients.
- Self-motivated with initiative and ability to work independently and under pressure.
- Dynamic & responsible person, with high integrity, fast learner, hands-on and hard-worker.
- Significant abilities and experience in human resource management, admin management, inventory management, internal control and project management (Sarbanes Oxley, SAP & GST country roll out leader).
- Strategic & creative thinker and long term planner.
- Team player & goal getter.

OTHERS

Communication & Team working

Effective team working and communication within office, university, college and school level.

Clear presentation skills developed through office, university, college and school study

TAR College School of Business Studies Student Representative (1996-1998).

TAR College Orientation Co-ordinator (1996-1998).

TAR College Annual Dinner & Dance Chairman (1997).

Course Rep of Management Accounting course (1996-1998).

Course Rep of B.A.(Hons) in Accounting and Finance (2000).

TAR College School of Business Studies Ex-Student Association Exco (2001-Present).

CIMA Student Club Exco (2002-Present).

CIMA Student Night Chairman 2003.

Bowling Captain for Panasonic Trading Malaysia in 26th Inter-Matsushita Sport Carnival – 2003.

Personal Drive

Self-discipline and motivation, personally raising over RM 1,000 to assist a financial difficulties student in TAR College. *Included in several fundraising events and a number of short-term casual employment positions.*

INTERESTS & ACHIEVEMENTS:

- Represent TAR College in Commodity and Financial Futures
- Challenge II (1997) and Educational Financial Quiz (1996)
- Represent Management Accounting Course in Football (1996-1999),
- Badminton (1997/98) and Basketball (1996-1998).
- Participate and Finish Second Runner-Up in CIMA Student Club Bowling Tournament 2001.
- Represent Panasonic Trading Malaysia in Bowling (25th Inter-Matsushita Sport Carnival) 2002.
- Participate in CIMA Student Club Bowling Tournament 2002 & 2008.
- Participate in CIMA Leadership & Personal Development Camp 2003.
- Represent Panasonic Trading Malaysia in Bowling (26th Inter-Matsushita Sport Carnival) 2003.

