



**Maria devi sukumaran**  
Finance Manager  
Kellogg Asia Products Sdn Bhd

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## Experience

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Apr 2021 – Present

### Finance Manager

Kellogg Asia Products Sdn Bhd | Negeri Sembilan, Malaysia

- Monthly closure of books in accordance with pre-defined timelines covering overall month-end procedures
- Design book closure checklist & process for monthly, quarterly & annual book closing and look for areas of continuous improvement.
- Manage cash flow and prepare cash flow forecasts in accordance with established policy.
- Document and maintain complete and accurate supporting information for all financial transactions for the annual audit and liaise with the external auditors as necessary and be the primary contact.
- Proactively assist in the annual budgeting process and rolling forecasts.
- Supporting SOX 404 testing and internal controls agenda.
- Assist in dealing with matters relating to taxation (income tax, GST etc.) and treasury (cash pool, cash forecasting, Transfer Pricing, corporate credit cards & etc.

#### Other Additional Task:

- Review the Bank Negara's queries & quarterly surveys on the Financial status.
- Handle all the Banking related matters such as facilities and also other requirement.
- Handle LHDN Audit for 6 year's Financial Statement.

Jun 2019 – Apr 2021

### Accountant

Novugen Pharma (Malaysia) Sdn Bhd | Selangor, Malaysia

- Manage the day to day accounts payables and general accounting. Also includes preparation of the financial statements, income tax returns, and GST submission in line with Financial Reporting Standards and statutory requirement.
- Manage cash flow and prepare cash flow forecasts in accordance with established policy.
- Prepare management reports by providing analysis that includes forecasts on the financial position and performance to facilitate Management's strategy formulation and decision making.
- Document and maintain complete and accurate supporting information for all financial transactions for the annual audit and liaise with the external auditors as necessary.
- Develop and implement policies and procedures to ensure that financial information is secure and transactions are executed in compliance with current legislation.
- Project Manager for SAP system Implementation & data migration.

#### Other Additional Task :

- Revert to Bank Negara's queries & quarterly surveys on the Financial status.
- Handle all the Banking related matters such as facilities and also other requirement.
- Handle MIDA grant submission and queries.
- In-charge of Plant construction monitoring on payment and maintained AFE.

Mar 2017 – Jun  
2019

**Management Accountant**  
Otis Elevator Company (M) Sdn Bhd | Selangor, Malaysia

- Manage the end to end preparation of financial statements, income tax returns, and in line with Financial Reporting Standards and statutory requirement as well as improve business processes and internal controls.
- Project Manager for JDE system Implementation & data migration.
- Review monthly AR collection and update the management on the Aging status and collection status and plan the cashflow.
- Develop, review and implement policies and procedures to ensure that financial information is secure and transactions are executed in compliance with current legislation..
- Manage cash flow, Handle Banking matters.
- Provide complete and accurate supporting information for all financial transactions for the annual audit and liaise with the external auditors as necessary.

Feb 2014 - Feb 2017

**Senior Finance Analyst**  
WorleyParsons Services Sdn Bhd

- Perform necessary activities for the month end close of the general ledger including preparation of various journal entries, preparation of monthly balance sheet account reconciliations and calculation and recording of monthly entries (prepayments, accruals, etc.) as necessary.
- Drive for timely, high quality output of closing activities, highlight potential delay and resolve issues immediately.
- Work closely with sub-ledger owners, location and team members to ensure common goal of ensuring all transactions integrated to the GL are valid, accurate, complete and error free.
- Review ledger on a regular basis and ensure adjustments are reviewed and posted in a timely manner.
- Ensure all updates of fixed assets for additions, disposals, and transfers from inventory and corresponding depreciation is recorded accurately in the ledger.
- Prepare AR and AP monthly revaluation
- Prepare nett off report and arrange for the creditors payments and request payment from debtors.
- Assist with both internal external & compliance audits.
- Participate in bi-weekly and monthly operational team meetings and ensure all action items agreed with the internal team, location or auditors are completed on time.
- Maintain financial accounting records for all legal entities in Oracle & Hyperion as per Standard Operating Procedures (SOPs) & internal controls.

Jan 2010 - Jan 2014

**Accounts Executive**  
Bluescope steel Malaysia

- Handle account receivables for Vietnam region.
- Prepare monthly intercompany reconciliation
- Prepare monthly ar receivable.

Nov 2005 - Dec  
2009

**Accounts Executive**  
Vayu Duta Sdn. Bhd.

- Prepare full sets of accounts for clients.
- Prepare tax computation for clients.
- Experience in MYOB & UBS System

## Education

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2017

### SEGi College

Bachelor's Degree in Finance/Accountancy/Banking | Malaysia

Major                      Accounting  
Grade                      Grade A/1st Class

2012

### SEGi College

Diploma in Finance/Accountancy/Banking | Malaysia

Major                      Accounting  
Grade                      Pass/Non-gradable

## Skills

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Advanced

handle full sets of accounts, MYOB Accounting Software, UBS Accounting Software, Microsoft Office 2003 And 2007, JD Edwards, Oracle, SAP

### JOB OBJECTIVE

To obtain a position with a vital organization that ensure career advancement and provide learning opportunities ,where by my strengths would result in improvement in profitability and operational efficiency.

### AREA OF INTEREST

Meeting and interacting with people.

### PERSONAL STRENGTHS

- Fast Learner
- Able to work independently
- Able to work under pressure
- Proactive and gregarious when doing a job
- Good Communication skill
- Able to speak and write Good English and Bahasa Melayu
- Good Computer literate
- Pleasant and presentable person
- Pleasant and presentable person
- Sense of responsibility
- Adaptable with new environment
- Willing to learn and wish to venture new challenge
- Self motivated achiever with initiative
- Practice good interpersonal skills