

# WAN MUHAMAD SHAFIQ BIN HAMDAN

**REDtone**

Senior Finance Executive (Reporting)



Bachelor of Accounting (Hons.)

## INFO



017 338 5640



shafiqbinhamdan@gmail.com



Taman Muhibbah, Jalan  
2/155, 58200, Kuala Lumpur

**Date of Birth:** 2 April 1994

**Marital Status:** Single

## STRENGTH

Based on ProfileXT - Taken 30/06/2018

- 1) High Verbal skill and Numerical ability
- 2) High Assertiveness and Leadership skill
- 3) High Manageability and good Attitude
- 4) Excellent in Accommodating and high Independence
- 5) Good Objective Judgement and unemotional thinking

## DISC Behavior

Based on Fourlead - Taken 14/09/2020

### The Producer (DS)

- 1) **General Character** – Responsive to challenges and shows mobility and flexibility. Highly determined to achieve goals and appreciate team players.
- 2) **Objectives** – Accomplishing missions
- 3) **Strengths** – Able to follow through a new idea to completion. Able to accomplish many tasks. A detailed person who sees the bigger picture.

## WORKING EXPERIENCES

Mar 2022 –  
Present

**Senior Finance Executive @ REDTONE**  
TELECOMUNICATIONS SDN BHD, IOI Business Park,  
Puchong, Malaysia

Mar 2020 –  
Feb 2022

**Finance Executive @ PHOTOCRU SDN BHD**, Jalan Kerinchi,  
Kuala Lumpur, Malaysia

Oct 2018 –  
Jan 2020

**Audit Associate @ GRANT THORNTON MALAYSIA**, Jalan  
Sultan Ismail, Kuala Lumpur Malaysia

## CURRENT ROLES & RESPONSIBILITIES

- Handle the preparation of monthly, quarterly, and yearly financial reports for two active and three semi-active companies.
- Perform intercompany balances and transaction reconciliation.
- Analyze financial information regarding telco product revenue and costing to recommend or develop efficient use of resources.
- Perform and verify monthly bank reconciliation to ensure accuracy of bank balances and transactions.
- Prepare and review SST return and ensure accuracy and timely submission
- Prepare corporate tax computation (quarterly provision, yearly submission, and yearly estimation), and liaising with tax agent.
- Process group fixed asset capitalisations, disposals, and transfers in accounting system.
- Support statutory audit including preparation of audit schedules, attend to and resolve audit queries.
- Support day-to-day operation and ad-hoc duties where required and part of the job scopes.

## AWARDS & ACHIEVEMENTS

- 1) **Best Participant**, Programme on Graduate Employability Enhancements for SMART Selangor (PROGRESS) 2018
- 2) **Dean's List** student Sem 1 2014/2015.
- 3) **IIUM-Azman Hashim** Scholarship holder.
- 4) **Head of Entrepreneurship Bureau**, IIUM Centre of Volunteerism.
- 5) **Board of Module**, AKHI Club 2015/2016
- 6) **Board of Academic Bureau**, IIUM Accounting Student Council 2015/2016
- 4) **Pelajar Cemerlang SPM**, Sekolah Menengah Kebangsaan Taman Yarl 2011
- 7) **Pelajar Terbaik Aliran Sastera**, Sekolah Menengah Kebangsaan Taman Yarl 2011

## REFERENCES




**Ms. Uma A/P Anpalagan.**  
(Senior Finance Manager)  
Finance Department, RedTone  
Phone No: 017 498 1711

**Mr. Lim Khoo Foo**  
(Former Finance Manager)  
Finance Department, Photocru S/B  
Phone No: 017 498 1711

## TRAININGS ATTENDED / CONDUCTED

- Attended :
  - Upskilling & Reskilling for Accountanting and Finance Profession by **Malaysia Institute of Accounting (MIA)**
  - Managing Financial – Diversifying Investment Portfolio by **People & Culture (Photobook Group)** for Well-being and Mental Health Week.
  - Healthy Mind Webinar : Managing Mental Health during Pandemic by **School of Human Resource Development and Psychology, UTM**
  - Netsuite Webinar: New Feature Keys for 2021 by **Oracle Netsuite**
  - Tax Awareness by Individual by **Crowe Howard Malaysia**
  - Google Cloud Productivity : Drive & Google Suite by **Matrix C**
  - Program on Graduate Employability Enhancement for SMART Selangor (PROGRESS) by **SMART Selangor**
  - Asia Pacific Youth Volunteer Conference by **International Association for Volunteer Effort**
  - *Seminar Kepimpinan Mahasiswa* : Penerus Generasi Al-Fateh by **Kementerian Pendidikan Tinggi Malaysia**

## EDUCATION

2014 – 2018		<b>Bachelor's in Accounting (Hons.)</b> , International Islamic University Malaysia (IIUM), Gombak, Selangor
2012 – 2014		<b>Centre for Foundation Studies</b> , International Islamic University Malaysia (IIUM), Gombak, Selangor
2007 – 2011		<b>Sijil Pelajaran Malaysia</b> , Sekolah Menengah Kebangsaan Taman Yarl

## LANGUAGES

Malay		Advanced
English		Excellent

## SKILLS

- Technical :
  - Microsoft Office
  - Spreadsheet Proficiency
  - SAP Business One
  - Oracle Netsuite Accounting Software
  - Xero Accounting Software
- Interpersonal :
  - Ability to work under pressure
  - Analytical skill
  - Problem solving
  - Multitasking