

# MUHAMMAD AKMAL BIN MOHAMAD ASRI

B 16-01, Apartment Jasmin Jalan 3/27, Taman Setapak Jaya Baru 53300 KUALA LUMPUR E-mail: akmalasri94@gmail.com Phone: +60135107484

# EDUCATION

# BACHELOR IN ACCOUNTING (HONS)

SEPT 2013 — SEPT 2017

UNIKL BUSINESS SCHOOL

#### CAREER SUMMARY

- Experienced Account & Finance Executive with a demonstrated history of working in an accounting firm and SME.
- Knowledge from Date Entry ,preparation of Financial Reporting to Financial Analyst.
- Proficient with inter-companies
- To simplify daily workflows for higher efficiency and accuracy.

#### INDUSTRY KNOWLEDGE & SKILLS

- Financial Reporting
- Financial Analyst
- Account Receivable
- Account Payable
- Account / Bank / Payment / Vendor / Inter-Companies Reconciliation
- Billing / Invoicing Process Payment Process
- Staff Claims, Petty Cash and Cheque
- Data Entry
- Credit Control

#### WORK EXPERIENCE

# SAZNOR HOLDING SDN BHD ACCOUNT & FINANCE EXECUTIVE

# NOV 2020 — PRESENT

Prepare full set account for the holdings company.

- Prepare the company's yearly budget and cash flow budget report
- Assist and review subsidiaries' accounts on a monthly basis, ranting from revenue and cost recognition, balance sheet figure, intercompany balances, and bank reconciliation.
- Monitor fixed asset movement including monthly depreciation, acquisition, and disposal of assets.
- Produce group financial statement by the end of each months including the consolidated report
- Process the daily payment vouchers for holdings company and also subsidiaries.
- Update and monitor group cash flow on daily basis.
- Liaise with the external auditor for completion of the audit for the group, on the financial year ended, later on to liaise with the company secretary.

# **BRIAN ONG SUPERIOR** SUCCEED

ACCOUNT EXECUTIVE

- Handle full set of accounts including data entering
- Prepare AP, AR, & GL reconciliation
- Handle daily cash flow
- Maintenance & updating of General ledger and supporting schedules
- Keeping & writing up full set accounts including timely preparation of financial statement for audit purpose
- Reconcile monthly bank statement with cash book
- Maintain timely & accurate management accounts record & report
- Budget & cashflow preparation
- Consolidates statement preparation
- Conduct internal audit in subsidiary company if needed

# SY KWONG FOONG & CO

SEPT 2017 — FEB 2019

AUDITOR

- To complete audit assignments as assigned by the superiors within the stipulated timeframe.
- To carry out audit test in accordance with the audit programs/ manuals
- To verify information or gather facts to ensure that audit findings are accurate and valid.
- To index, cross-reference and file all audit working papers correctly for all audit assignments.

### **CHRISTOPHER HENG & CO**

AUG 2016 — JAN 2017

AUDIT INTERN

- Translating principles learnt in varsity to the practical world of auditing, taxation; and/ or accounting, with includes of the technical accounting; and auditing standards as well as the Companies Act 2016.
- Perform audit fieldwork at clients' premises in different industries and company sizes.
- To manage proper filing and documentation work.

English : GOOD in both speaking and writing

Malay : EXCELLENT in both speaking and writing

Develop effective communication skills with clients; and colleagues.

#### COMPUTER SKILLS

- Microsoft Office (Outlook, Teams, Word, Excel, Power Point)
- MYOB System
- SQL System
- Autocount System

#### LANGUAGE PROFICIENCY

#### REFERENCES

Name : Amirah Nabila Company : Brian Ong Superior Succeed (BOSS) Position : Senior Account Department : Account Address : 3rd Miles square, Jalan Klang Lama Contact Number : 011 33540162 Email : amirah.nabila1994@gmail.com

Name : Stephen Company : Sy Kwong Foong & CO Position : Manager Department : Audit Address : Jalan Tun H.S LEE, KL Contact Number : 019 3858488 Email :Jong\_hons@yahoo.com