

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