



LEONG SUET LAI (SHIRLEY)

EDUCATION

University of Greenwich (UOG, England) in Collaboration with SEGi University College

BA (Hons) in Accounting & Finance (Year 2015) Grade: 1st Class

Universiti Teknologi Malaysia (UTM)

Diploma in Management Technology of Accountancy (Majoring in Accounting) (Year 2008) Grade: 1st Class

Received Deans List Award for every semester from 2005-2008

Sekolah Menengah Kebangsaan Ketari, Bentong, Pahang

STPM (Year 2003-2004)

SPM (Year 1998-2002)

A seasoned Finance Professional with strong technical accounting background and experience in stockbroking firm, fund management houses, Commodities Trading (Precious Metal), F&B Business. Dedicated – Versatile – Team Player

CONTACT

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KEY STRENGTH & SKILLS

- GL & Finance Operations
- Complex Incentive Computation (Remisiers)
- System Implementations – from requirements gathering up to UAT
- Corporate Tax lodgement & returns
- Indirect Tax – Withholding Tax, Sales Service Tax, Goods & Service Tax
- Annual Budgeting Process
- Management Reporting – P&L Analysis by Product/Business Units/Funds
- Handling of External Audit
- Strong understanding of Regulatory Requirements (Fund Management Industry)
- Project Management
- Leadership Skills – Motivating and driving team to meet common objectives during tough time
- Highly Collaborative
- Consistently rated as a dependable and strong contributor
- Proven to be able to adapt within a volatile/complex and challenging system

WORK EXPERIENCE

Maybank Ventures Sdn Bhd, Group Global Banking (Maybank Group)

→ Assistant Vice President – Financial Performance & Reporting

May 2023 – Present

- Financial performance management (including annual budgeting and forecasting exercise, strategic cost management).
- Work with Head, Finance to formulate business targets, strategies and plans related to business's financial performance.
- Establish and track key financial metrics with continuous monitoring on each development for Management's tracking and thereafter provide recommendation to Management on area for business improvements.
- Undertake the role to manage the existing finance operations, process and identify improvements to support the business objectives.
- Produce strategic positioning proposals to any internal and external Committees as per guidance by the Department Head and Senior Management, if any.
- Collaborate and coordinate with relevant stakeholders in the Bank and across the industry to execute the strategic finance-related projects mandated in effort to achieve the business targets.
- Continuous engagement with regulators, authorities, auditors, strategic partners / alliance and other stakeholders in addressing business concerns or reporting requirements.
- Manage diversity and potential conflicts as well as interdependencies across all relevant stakeholders in any strategic project / initiatives.
- Collaborate closely with disbursement teams and monitoring the comprehensive disbursement processes to ensure correct / consistent data is generated for conversion exercise from UAT for deployment into production.
- Review, analyses and fine-tune the accounting schema / treatment and form up the mapping for the data migration project (complex and voluminous).
- Financial monitoring and reconciliation – monitoring across the whole spectrum of account level reconciliations and reporting.
- Review, identified and investigated the outstanding items to address and resolved the audit issues raised by Internal / External Auditor.

SYSTEMS/APPLICATIONS

- SME Accounting system – UBS, Mr. Accounting, SQL, ERP/Accpac
- Others : Computron, AS400 Fixed Asset Register, AS400 TRACS, Fortuna & WinGold Accounting System, Oracle & Sun Accounting
- Savvy with Microsoft Office applications
- Power BI

CERTIFICATES/AWARDS

- PACE Champion Award 2022: CGS-CIMB Securities Sdn Bhd
- Best Employee Award 2018/2019: AmFunds Management Berhad
- Certificate of Asian Banking School (Year 2017)
- Certificate of THE SAGE 300 ERP (ACCPAC) System – Hands on Training for GST (Year 2014)
- Certificate of CPA Australia - Malaysian Financial Reporting Standards (MFRS)/IFRS and IC int. (IC) Seminar (Year 2013)
- Certificate of Deans List Award (Every Semester Year 2005 - 2008)
- Certificate of User Business System (UBS): Distinction (Year 2007)
- Certificate of Life Insurance Association of Malaysia (MII) (Year 2005)

EXTRACURRICULAR ACTIVITIES

- Multimedia University Accounting Club (with collaboration of Malaysian Institute of Accountants - MIA) - Inter-Varsity Accounting Quiz (Year 2008)
- Vice-Champion for Debate Competition of Business Communication UTM (Year 2008)
- Student's Sport Carnival - Competition of Badminton, Ping-Pong, Basketball & Volleyball (Year 2007)
- Convocation Festival UTM-KYM - Committee member (Year 2007)
- History Association - Vice President (Year 2004)
- "Setia" Association, Pra-University Association & PBSM (Persatuan Bulan Sabit Merah) - Committee member (Year 2004)
- Academic Award/Certificate - Excellent of History Subject & Excellent of Form 6A2 (Year 2004)

CGS-CIMB Securities Sdn Bhd → Assistant Vice President - Finance

July 2021 – May 2023

- Core Team Lead for the GL & Operations staff – ensuring timely closure of books within the tight deadline
- Drive and ensure the team delivers resolutions for reconciliation between back office system (TRACS AS400) vs Sun Accounting System. Involved in troubleshooting when situation is complex.
- Technical Accounting : MFRS 9 Provisions for Credit Losses
- Lead & manage the complex Remisier Incentive Sharing (monthly computation), including monthly statement and annual statement distribution. This area is high volume (approximately 300 remisiers) and complex.
- Partner with Business Units (Wealth Management, Retail Broking, Shares Borrowing & Lending team) in new products launch, replacement of front/back office systems from Finance & Accounting perspective.
- Key Support for External/Internal/Regulatory Audit/Reviews
- Champion for automation projects :
 - Successfully automated the encryption & distribution of monthly remisier statements. With the right empowerment, I was able to complete this within 3 months (it was WIP for 2 years previously).
 - Key member of the Regional Committee to automate remisier incentive computation (Dealer incentive system "DIS")
 - Key Finance Representative for back office system replacement (from TRACS to NOVA)
 - Completed the system enhancements required for Discretionary Trading business (Wealth Management) within 4 months
 - Shares Borrowing & Lending "SBL" system replacement
 - Created the Chatbots FAQs and troubleshooting guides for automation / integration with the programmed tasks which allow businesses to connect with customers.
 - Various TRACS maintenance to improve accuracy of reporting, that includes standardization of journal billing template which improve enquiries/analysis capabilities.
- Lead and completed new tax requirements in 2022 that require billing/recording change – 2% Withholding Tax requirement for commission, 6% SST on Score Fees
- Prepare the Standards Operational Procedures (SOP) for Retail broking section (covering remisiers and stockist workflow processes)

Key Achievements:

- Despite being in the organization for only 2 years, I have delivered impactful changes that fits into the Company's transformation journey for automation and improved efficiencies.
- Recipients of PACE (People, Accountability, Collaboration, Excellence) Champion Award (nominated by peers and stakeholders).

MKS PAMP (M) Sdn Bhd (MKS PAMP GROUP) → Senior Finance Manager

Dec 2019 – July 2021

- End-to-end finance function, from accounting, management reporting, performance analysis, cost management, tax, regulatory reporting
- Ensure that commodities balance (stock and clients' holdings) are reconciled
- Manages external and internal audit matters, including financial statement preparation.
- Prepare Group's annual budget for consolidation and presentation to Board
- Preparation of the transfer pricing documentation for 1Stop Gold Sdn Bhd & MKS Realty Sdn Bhd.

- Key contact point for all tax related matters (Corporate Tax, Indirect Tax (WHT, SST, GST and so on), and transfer pricing
- Successfully created the Chart of Account and master data table for migration to new accounting system (from Fortuna to WinGold)
- Involve and supported Managing Director in Business Development role by working on projections, SWOT and competitor analysis for Gold Investment Programme and Value Proposition write up for transformation towards Digital Platform

Key Achievements:

Trusted Team Player for roles that are not limited to core responsibilities of a Senior Finance Manager.

AmFunds Management Berhad → Manager – Finance & Strategy

Mar 2017 – Dec 2019

- Core responsibilities Financial Reporting (month end close), review daily & monthly bank reconciliation, revenue integrity (Unit Trust, management and investment manager fees & administrative charges), monthly sales commission computation, and overall integrity & accuracy of monthly Income Statement & Balance Sheet
- Management Reporting function such as analysis of income and expenses, and onwards Hyperion Reporting to Group, analysis of revenue breakdown and monitoring of Shareholders' Funds & Minimum Capital Requirements
- Technical Accounting :
 - ⇒ MFRS 9 Provisions for Credit Losses
 - ⇒ MFRS 15 Revenue from contracts with customers
- Ensuring Group SLA deliverables are completed on a timely manner
- Assist in transfer pricing documentation and fee sharing within Group
- Prepare the Internal Control / Standards Operational Procedures (SOP) & recommend on the improvement of the financial process flow.
- Assume part of HOD function during high attrition period, which results in the opportunity to cover functions such as IUTA Due Diligence to Retail Department, handle queries from Group Finance, Group Tax, Post Sales & Service Department, SMF reporting Team and Institutional Fund Service team, during which I build a resilient stakeholder(s) handling capabilities.
- Handle external audit, and even cover non-Fund Management entities audit closure (Nominees entities) during high attrition period
- Involved in hiring and building the Finance Team for AmFunds to stabilize the department

Key Achievements :

- Well recognized team player, and I experience tremendous professional growth during my tenure with AmFunds that had pushed me out of the comfort zone (the role of a Finance Manager).
- Received Best Employee Award – 2018/2019

Philip Mutual Berhad (PhillipCapital Group) → Finance Manager

April 2015 – March 2017

- Cover the depth and breadth of :
 - ⇒ Fund Valuation, Fund Accounting & Reporting
 - ⇒ Management Accounting and Reporting
- Scope of coverage :
 1. Phillip Mutual Berhad (PMB) - Unit Trust Funds (PMMMF & PMEGF)
 - PMMMF (Phillip Master Money Market Funds)
 - PMEGF (Phillip Master Equity Growth Funds)
 2. Phillip Capital Management Sdn Bhd (PCM) - Wholesale Funds (PIMMF, PIMMF 2 & PIFIF)
 - PIMMF (Phillip Islamic Money Market Funds)
 - PIMMF 2 (Phillip Islamic Money Market Funds 2)
 - PIFIF (Phillip Institutional Fixed Income Funds)

Key Achievements :

- Mastered statutory & regulatory reporting requirements that provides a strong technical foundation
- Develop agility in handling multiple projects and consistently rated as a dependable team member
- Consistently delivery timely, accurate financial closing, reporting and business-focused advise

TA Enterprise Berhad (Restaurants & Café arm) →Senior Associate

June 2013 – Aug 2014

- Full set of Accounts, Month End Close, Budgeting, Audit & Tax
- Set up and generate chart of accounts and segment codes for the F&B arm
- Covers Accounts Receivables and Payables, reconciling daily collections and payments
- Prepare Daily Net Sales reports for Management Reporting purposes
- Key person preparing management report, financial statements, audit schedules as required
- Project Management:
 - GST Project Implementation (TA Group's Project Core Committee)
 - Sage 300 ERP : 6.1 Version 20-12 (ACCPAC) System Upgrade Implementation
 - E-online Payment System Implementation

Key Achievements :

- Heavily involved in the setting up of the F&B Business (including license applications - government tax license, MACP, PPM & RDM license), negotiating with banker for merchant terminal machines, marketing tie ups, liaise with support system / software vendor for setting up of Frontend terminal & Backend office software.
- Took on the Operational role (monitoring) of outlet manager, and chief cashiers
- Provided well received recommendations to improve F&B sections accounting & operations policy & procedures

Trend Matrix Enterprise Sdn Bhd →Accounts Executive

Mar 2010 – May 2013

- Supports the Manager on end-to-end financial accounting requirements where based operations and technical accounting skills were developed.
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