



Wing Shen Yap
Head of Finance (11 months)
Phillip Capital Group

(+60) 163286991 | wing163@gmail.com | Kuala Lumpur

I authorize PV Executive Search for handling of my personal details as per “The Malaysian Law Personal Data Protection Act 2010 (PDPA 2010).

Experience

16 years of total experience

Sep 2022 - Present
(11 months)

Head of Finance
Phillip Capital Group

Industry	Banking / Financial Services
Specialization	Finance - General/Cost Accounting
Role	Management
Position Level	Senior Manager

1. Oversee the Group Finance & Account Department. Develop policies and procedures and ensure accurate and efficient implementation of the recording, classifying, and summarizing of the daily, monthly and annual financial transactions in accordance to Malaysian Financial Reporting Standard (MFRS);
2. Responsible to ensure correct and accurate financial statements are generated and reported to senior management and the Board of Directors (balance sheet, profit / loss, cash flow) monthly and annually;
3. Ensure general ledgers and financial records and schedules are accurately maintained as required by the relevant laws and guidelines;
4. Institute policies and procedures capable of protecting business resources against waste, fraud and inefficiency;
5. Maintain policies and procedures to establish tight control over cash and banking transactions;
6. Ensure timely follow up of accounts receivables and payables for the Group, its subsidiaries and trust funds under the Group's management;
7. Evaluate and implement internal and external audit recommendations related to the Finance & Account Department and provide feedback to senior management on the results;
8. Implement budget and forecast preparation schedule by collecting relevant business data and projections from the line departments and provide relevant analysis and feedback to enable finalization of the budget and forecast proposals and all related reports including profit and loss, balance sheet and cash flow statement;
9. Provide support, service and advise in all finance and accounting matters to the Group's senior management;
10. Exercise budgetary controls, accounting and physical controls and credit control as per laid down procedures and policies on asset management. Also exercise controls on purchases and payment for services;
11. Maintain an effective involvement and understanding of the business in order to contribute to key business decisions within the Group through financial advice and expertise;
12. Responsible to ensure correct and accurate maintenance of all accounting records in relation to the unit trust funds and wholesale funds ("Funds") under the Group's management and ensure valuation reports for the Funds are generated in timely manner;
13. Responsible for the cash and other assets' reconciliation for the Group and its subsidiaries as well as for the clients and Funds' assets;
14. Responsible for the intercompany transactions' annual review and assessment;
15. Liaise with the Auditors to ensure all relevant audit requirements are provided in timely

manner and audited financial statements are issued within stipulated time.

16. Liaise with Tax Advisors for tax efficiency;

17. Ensure all records of regulatory taxes are properly recorded and accounted for and tax returns are filed with the tax authority accurately and timely;

18. Undertake specific assignments as instructed by the Board of Directors;

Nov 2017 - Jun 2022

(4 years 8 months)

Head of Accounts

Universal Trustee (Malaysia) Berhad

Industry	Accounting / Audit / Tax Services
Specialization	Finance - Corporate Finance/Investment/Merchant Banking
Role	Treasury/Corporate Finance
Position Level	Senior Manager

- Manage and oversee the daily operations of the accounting department
- Process month and year end process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity, debt activity etc.
- Monitor and analyse accounting data and produce financial reports or statements
- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits
- Improve systems and procedures and initiate corrective actions
- Assign projects and direct staff to ensure compliance and accuracy
- Meet financial accounting objectives
- Establish and maintain fiscal files and records to document transaction
- Provide recommendations

Jun 2016 - Oct 2017

(1 year 5 months)

Manager

Mah Sing Group Berhad

Industry	Property / Real Estate
Specialization	Finance - General/Cost Accounting
Role	Financial Accounting & Reporting
Position Level	Manager

- Responsible for preparing full set of accounts and monthly financial statements of the Mestika Kenanga Sdn Bhd and JMB account.
- Preparation for draft Audited financial statements and pdf copy of Audited financial statements for the Mestika Kenanga Sdn Bhd and JMB account to ensure every line item is in proper.
- Submit all finance and accounting reports periodically to CFO, with explanatory notes on the financial variances.
- Reviewing monthly reconciliation schedules and following up on the outstanding items (e.g. receivables, payables, bank accounts, inter-company reconciliation and etc).
- Ensure daily and monthly bank reconciliation is done efficiently.
- Liaising with the other parties on financial related matters such as external auditors, and etc.
- To undertake specific assignments as instructed by CFO.

Jun 2015 - May 2016

(1 year)

Finance & Investment Manager

AXA Affin General Insurance Berhad | Kuala Lumpur, Malaysia

Industry	Banking / Financial Services
Specialization	Finance - Corporate Finance/Investment/Merchant Banking
Role	Treasury/Corporate Finance
Position Level	Manager

- Responsible for the investment department for the Company..
- Preparation for the investment return analysis for the Company.
- Preparation for the 5 year Budget and forecast for investment asset as well as return for the

Company.

- Handling local/regional investment reporting to be submitted to Financial reporting department and Regional investment department.
- Preparation for the monthly and quarterly credit risk, market risk, and liquidity risk reporting for the Company such as risk appetite framework and sensitivity analysis for investment account.
- Liaising with external auditors, tax department, secretarial, internal auditor, banker, fund manager, adviser and other relevant authorities.
- To undertake specific assignments as instructed by CFO or Senior Vice President.

Jul 2014 - May 2015
(11 months)

Deputy Manager

Hap Seng Building Materials Sdn Bhd

Industry	Construction / Building / Engineering
Specialization	Finance - General/Cost Accounting
Role	Financial Accounting & Reporting
Position Level	Manager

- Responsible for reviewing full set of accounts of the companies.
- Supervise, guide and review work performed by subordinates such as, journal posting, payment voucher, credit and debit notes, sales invoice, collection report, petty cash, bank reconciliation, etc.
- Verify all payments before send to Financial Controller for approval.
- Provide Guidance/assistance on GST for the company.
- Handling statutory audit and ensure compliance with regulatory requirement.
- Handling tax computation and tax estimation and ensure compliance with all tax compliance.
- Liaising with external auditors, tax agent, and other relevant authorities.
- To undertake specific assignments as instructed by Management.

Jun 2012 - Jul 2014
(2 years 2 months)

Assistant Manager

Overseas Assurance Corporation (Malaysia) Berhad

Industry	Insurance
Specialization	Finance - General/Cost Accounting
Role	Financial Accounting & Reporting
Position Level	Manager

- Responsible for preparing full set of accounts and monthly financial statements of the Company.
- Preparation for draft Audited financial statements and during finalisation Proof reading for annual report and pdf copy of Audited financial statements for the Company to ensure every line item is in proper.
- Submit all finance and accounting reports periodically to Head office and BOD, with explanatory notes on the financial variances.
- Reviewing monthly reconciliation schedules and following up on the outstanding items (e.g. receivables, payables, bank accounts, inter-company reconciliation and etc).
- Ensure daily and monthly bank reconciliation is done efficiently.
- Handling monthly tax computation, tax estimation and tax return returned by tax agent and ensure compliance with all tax compliance.
- Preparation for the 5 years Annual Budget and Forecast for the Company.
- Preparing monthly, quarterly and annual financial, credit risk, operation risk, and taxation reporting for Overseas Assurance Corporation (M) Berhad for the submission of OCBC reporting.
- Member of GST Committee and the Role are briefing for general knowledge of GST to all department in the Company, support and provide issues face by finance department regarding GST matter during GST meeting.
- Performing system migration of AS400 (Insurance Core system) to Oracle accounting system for Financial module.
- Liaising with the other parties on financial related matters such as external auditors, tax agent,

secretarial and etc.

- To undertake specific assignments as instructed by Head of Finance & Accounts or Senior Manager

Jun 2009 - Jun 2012
(3 years 1 month)

Senior Executive/Account Executive
PacificMas Berhad

Industry	Investment holding companies
Specialization	Finance - Corporate Finance/Investment/Merchant Banking
Role	Treasury/Corporate Finance
Position Level	Senior Executive

- Preparing PacificMas Berhad's Group of companies draft Audited financial statements that consist of PacificMas Fidelity, P.B Pacific, PacificMas Asset Management and PacificMas Capital
- Proof reading for annual report and pdf copy of Audited financial statements for PacificMas Berhad Group of companies
- Preparation of monthly management accounts for PacificMas Fidelity and P.B. Pacific
- Preparation of monthly, quarterly and annual financial, credit risk, operation risk, and taxation reporting of the 8 companies under PacificMas Group for OCBC reporting
- Preparation of OCBC Group capital adequacy ratio (CAR) reporting templates under Basel 2 for PacificMas Group
- Compute tax expense & deferred tax for PacificMas Fidelity and P.B Pacific Sdn Bhd
- Check P.B. Pacific debit notes for rental, electricity, water and air-conditioner charges
- Check to ensure that all unit trust/wholesale funds entries are raised and posted into ACCPAC on investment or maturity date for PacificMas Fidelity Sdn Bhd
- Ensure that all entries for corporate bonds and trading equities are raised and posted into ACCPAC for PacificMas Fidelity Sdn Bhd as well as P.B. Pacific
- Prepare Group Annual Budget & Strategic Plan for PacificMas Berhad
- Prepare Group Mid-year Financial Review for PacificMas Berhad
- Prepare Company Annual Budget and Strategic Plan of PacificMas Fidelity Sdn Bhd
- Prepare Company Mid-year Financial Review for PacificMas Fidelity Sdn Bhd
- Review tax return for PacificMas Fidelity Sdn Bhd & P.B Pacific Sdn Bhd that is prepared by tax agent. (for e.g. ensuring the tax agent correctly input the number into tax submission)
- Estimate tax payable and revise tax installments for PacificMas Fidelity
- Carry out any other related task as directed from time to time

Jan 2007 - Jun 2009
(2 years 6 months)

Senior Finance Assistant
Genting Group

Industry	Oil / Gas / Petroleum
Specialization	Finance - General/Cost Accounting
Role	Basic Accounting/Bookkeeping/Accounts Executive
Position Level	Junior Executive

Genting Sanyen (Malaysia) Sdn Bhd

Job role are as follow:-

- Prepare a full set accounts for Genting Sanyen (Malaysia) Group of Companies
- Prepare consolidated account for Genting Sanyen (Malaysia) Group of Companies
- Park, post and create accounting entries in SAP accounting software.
- Prepare inter-company balances for Genting Sanyen (Malaysia) Group of Companies
- Prepare bank reconciliation for Genting Sanyen (Malaysia) Group of Companies
- Prepare monthly statement of account for Debtors and Creditors.

Genting Malaysia Berhad

Job role are as follow:-

- Able to handle full set account for Genting World Sdn Bhd
- Compile Genting Berhad Exco salient, MPR write up schedules, salient statistic, KPI, Manpower productivity for management used.

- Prepare Daily Revenue Report for Management Review
- Check Daily Income Audit for Genting Cinema, Genting Bowl, Outdoor & Indoor Themepark
- Prepare payment requisition for Themepark Division
- Prepare weekly revenue for Genting Bowl
- Prepare Monthly Performance review for Genting World Sdn Bhd
- Compute Cinema Tax payment to Majlis Daerah Bentong
- Prepare Inter-company balances & bank reconciliation for Genting World Sdn Bhd

Education

2023	Self study Professional Degree in Finance/Accountancy/Banking Malaysia Major ACCA Grade Pass/Non-gradable Expect the completion on December 2022
2007	Kolej Kasturi Professional Degree in Finance/Accountancy/Banking Malaysia Major Certified Accounting Technician Grade Pass/Non-gradable

Skills

Intermediate	SAP Accounting Software, MS Excel, MS Word, ACCPAC Accounting Software, SunGL, Oracle Accounting System, Tally Accounting Software
--------------	--

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
Mandarin	9	3
Bahasa Malaysia	7	6
English	7	6

Jobstreet English Language Assessment (JELA)

Date Taken	5 Aug 2021
Score	35/40

Additional Info

Expected Salary	
Preferred Work Location	Kuala Lumpur, Selangor, Anywhere in Singapore

Other Information

Secondary School Achievement:

School representative (SMK Kepong) for MSSD Gombak chess tournament (1st place) in 2005.

About Me

Gender	Male
Age	36 years
Address	Kuala Lumpur, Malaysia
Nationality	Malaysia