

Profile

Contact Details

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Selangor, Malaysia.



Personal Particulars

Date of Birth: 23 Apr 1986
Gender : Female
Nationality : Malaysia
I/C No. : 860423-23-5988

Education Background

- 2009 -2011 Anglia Ruskin University (KBU)
 - BA (HONS) Accounting and Finance
 - Achievement – Second Class Honors

- 2007-2009 KBU International College
 - Diploma in Business administration
 - Achievement – Merit
 - Certificate in Intensive English
 - Achievement - Merit

- 2005-2006 Tunku Abdul Rahman College
 - Certificate in Business Studies
 - Achievement – Merit
 - Certificate in UBS Payroll system
 - Achievement – Merit

- 1999-2004 SMK Tengku Aris Bendahara Kluang
- Sijil Pelajaran Malaysia (SPM)

Curricular Activities

- Table Tennis Club (2006)
- Chinese Chess Club (2006)
- International Taekwondo Federation Club (2002 – 2004)
- Science and Mathematics Club (2002 – 2004)
- Leo Club (2002 – 2004)
- Volleyball Club (2001 – 2002)

Experience

Employment History

Company Name : Siemens Malaysia Sdn Bhd

Position Title : Logistic Executive

Specialization : Supply chain management

Duration : Sept 2013 - Present

Monthly Salary : MYR 4,000.00

Working Description:

- Verify and process logistics invoices in internal tool.
- Verify and process logistics shipment advice and update into system.
- Prepare payment request for main logistic vendors.
- Manage, communicate and solve shipment advice and invoices related discrepancies between business units, suppliers and Accounts Payable (where applicable), including attending to queries generated via internal tool.
- Coordinate ad hoc request related to courier such as stationary requests and etc.
- Responsible for knowledge transfer from Siemens Indonesia, Singapore, Bangkok to implement in new set up Global Share Service in Kuala Lumpur.
- Interface with internal and external customer to solve freight invoice issues.

- Constantly improve existing payment flow to vendor to simplify the payment process.

Employment History

Company Name : Siemens Malaysia Sdn Bhd
Position Title : Accounting Service Executive
Specialization : Accounting and Finance
Duration : April 2013 – Sept 2013
Monthly Salary : MYR 3,650.00

Working Description:

- To carry out the tasks and responsibilities of credit management, that includes ensure proper credit assessment and periodic credit review of customers to define customer to define customer risk categories and assessing the required of credit limit.
- To advise/ arrange appropriate measure to reduce credit risk. When necessary and to support business operation requirements.
- To carry out task and responsibilities the area of:
 - Account payable (control process clarification includes governance).
 - Account receivable (review customers credit rating, Query sheet issued by Cluster, Monitoring provision on doubtful).
 - Intercompany clearing (follow up clarification server control process clarification include governance).
 - Intercompany business (control process clarification)
 - Fixed asset (monitor impairment test, control process clarification include governance).
 - Cash & bank (control process clarification & governance)
- To support accounting service lead in ensuring governance function, AP, AR, credit management, cash & bank as well as fixed assets processes.

Company Name : Vale Serve Malaysia Sdn Bhd

Position Title : Account Payable Processor

Specialization : Accounting and finance

Duration : August 2011 – April 2013

Industry : Mining

Monthly Salary : MYR 3,000.00

Working description:

- Run day to day operations to meet my KPI objectives based on Service Level Agreement (SLA).
- Prepare bank reconciliation report for daily and monthly basis for the respective countries.
- Achieve daily target of payment on time.
- Bank Reconciliation backlog clearance.
- Provide Account Payable transaction processing support to deliver account payable services to Vale's customers in accordance with established account payable processes and work procedures and in compliance with Vale policies, SOX requirements and local company legal and statutory requirements.
- Ensure timelines and quality meet the agreed service levels and targets.
- Ad hoc task as required by Manager.
- Supporting internal and external audit exercise to ensure compliance with Vale's Corporate Governance.

Company name : Missing Link Resources Sdn Bhd

Position Title : Sales Coordinator

Specialization : Promoting and marketing

Duration : Jan 2007 – June 2011

Industry : Advertising/ marketing/ Promotion/ Project

Monthly Salary : MYR 2,500.00

Work Description :

- Promoting company projects in the promotion of various road shows for *Missing Link Resources* which holds corporate events/ road shows.
- Meet the customer requirements.
- Understanding what customer's need and advice the most suitable plan for customers.
- Team work to achieve the targets.
- Assisting event coordinator for every different corporate venue of events.
- Delivered message of the product to customers.
- Achieved event target of closing sales.

Miscellaneous Certificates Awarded

- Vale Achiever's Recognition – Quarter One, 2012

Summary

Strengths and Skills

- Experienced in accounting, finance, logistic, and sales.
- Good in Microsoft Excel, Pivot Table, Vlookup and financial reporting.
- Knowledge in SAP, FICO for accounting and finance also, MICO for logistic.
- Quick learner, effective personal communication skills, hardworking and team player.
- Energetic, great problem solver, confident and a decision-maker
- Adaptable to different environments.

Qualifications

- Degree in Accounting and Finance obtaining a Second Class Honors
- Working experiences in the mining industry and electronics & electrical engineering firms.
- Good oral and written communication skills in English, Chinese and Malay
- Self-motivated to achieve targeted goals and able to learn quickly with the proper tools and guidance

- Component computer skills, including SAP, Microsoft Excel, Word, PowerPoint tools and UBS payroll system.

Additional Information:

Availability : Immediately after notice period 1 month
Possess Own Transport : Yes
Expected Salary : MYR 5,200.00

References

Name : Dineskumar Paripanapan,
Mobile No : +012 6845137
Email : dineskumar.paripanapan@siemens.com
Position : Logistics Assistant Manager
Company : Siemens Malaysia Sdn Bhd
Relationship : Colleague

Name : Pang Jia Wei
Mobile No : +60 124364168
Email : jia-wei.pang@siemens.com
Position : Senior Accountant
Company : Siemens Malaysia Sdn Bhd
Relationship : Colleague