

HAFIZAH ABDUL KADER FCCA (M), ACCA

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PERSONAL BACKGROUND

As a highly motivated and results oriented Manager for one of the Fortune 500 Company within the complex oil and gas industry, I have a proven track record providing exemplary service to external and internal stakeholders including auditors, consultants and Company top management. Possess strong technical accounting and reporting skills working professionally to ensure all corporate and statutory obligations are met. Seeking a challenging role where my existing skills and qualifications will add value from the outset, while I continue to further develop my skill and knowledge in this field.

ACADEMIC BACKGROUND

Dec 2003 - June 2008	FTMS College Association of Certified Chartered Accountants
1999 – 2001	MARA University of Technology Bachelor of Accounting with Honours
1996 – 1999	MARA University of Technology Diploma in Accountancy

PROFESSIONAL MEMBERSHIP

- Fellow Certified Chartered Accountant, Association of Chartered Certified Accountants (ACCA) - 0879552
- Member of Malaysia Institute of Accountants (MIA) – CA 27165

JOB SCOPE EXPERIENCE

March 2015 – Present
Exploration and Production Division, PETRONAS
Manager, Upstream Business and Financial Reporting

- Upstream Business Unit Monthly/Quarterly Actual Financial Performance
 - Plan, manage and monitor the overall preparation, consolidation and production of actual monthly Upstream Business Unit financial statements and financial performance analysis and highlight areas of concern requiring attention to Senior Manager (SM) and General Manager (GM) to achieve Department's vision and goals as well as in support to achieve business vision and goals.

- Advisory role
 - Lead and provide guidance on consolidation system and reporting processes. Ensure timely resolution of finance related issues, facilitate and provide advice on the setting-up and enhancement of financial reporting structure and systems to meet various Upstream and PETRONAS reporting requirements.
- Accounting Procedures, Processes and Systems
 - Adopt, customize and provide guidance on interpretation and implementation of accounting policies, procedures, processes and systems to meet Upstream business environment and achieve consistency in practice.

Responsible in overseeing assigned financial reporting portfolio to:

- Executive VP and ExCo member of PETRONAS Exploration and Production (EP) Business Unit
- PETRONAS Carigali Sdn Bhd Board of Directors
- PETRONAS President
- PETRONAS Group for Quarterly Results Announcement

April 2013 – February 2015

**Exploration and Production Division, PETRONAS
Manager, Planning and Performance Management**

Within 18 months in PETRONAS, promoted to Manager and recommended by management to join the team covering PETRONAS Companies Overseas Sdn Bhd (“PCOSB”) Group and Chad Group of Companies with specialization in Upstream Financial Statements (FS) performance analysis.

- Performance management against Plans & Budget
- Expenses/Operational Expenditure (“OPEX”) spending Viability Assessment
- Review financial performance, assess completeness and accuracy plus identification areas of opportunities and risks to facilitate management's deliberation of the Company and Group financial performance and optimized utilization of funds
- Review of Profit After Tax (“PAT”), Earning Before Interest, Tax, Depreciation, Amortization (“EBITDA”) and Return on Average Capital Employed (“ROACE”) performance impact to Management KPIs
- Performance management process governance

Responsible in overseeing assigned management reporting portfolio to:

- Vice President and Leadership Team of PETRONAS Production and Development Sector (“PDP”)
- Executive VP and ExCo member of PETRONAS Exploration and Production (EP) Business Unit
- PETRONAS Carigali Sdn Bhd Board of Directors

Also, designated to lead Upstream Business Unit including Malaysia and International entities for:

- Business Warehouse (“BW”) platform that manages entities financial statement
- Business Consolidation System (“BCS”) platform that manages Upstream Consolidation

August 2011 – March 2013

Exploration and Production Division, PETRONAS Carigali Sdn Bhd

Senior Executive, Financial Reporting Compliance (Domestic)

Joined PETRONAS Exploration and Production business unit specializing in Domestic Financial Reporting. *Successfully produced and delivered* PETRONAS Carigali Sdn Bhd (“PCSB”) monthly management accounts and consolidated PCSB’s Group results which consists of 37 subsidiaries and comply with IFRS and GAAP within deadline agreed. Tasks include:

- **Financial Reporting**
 - Perform month-end closing activities and produce monthly financial reports for PCSB.
 - Analyses prepared are used as key information for presentation of financial performance to the EXCO Committee and Board Members of the Company.
 - *Play a leading role* in consolidating PCSB’s Group financial statements and an in charge of consolidation package to PETRONAS Group. The *role is significant* to ensure the quarterly audit timelines are adhered to accordingly.
- **Statutory Audit**
 - One of the focal person within PETRONAS in providing information to PETRONAS Group for all the Notes to the consolidated statutory accounts.
 - Key team player in preparing PCSB company’s statutory accounts in accordance to Financial Reporting Standard (FRS), Companies Act and PETRONAS Group Accounting Policies and Procedures (GAPP).
- **Special Assignment**
 - *Stepped up and take lead* became a focal person of MFRS Convergence and MFRS 11: Joint Agreements Planning. *Make full effort and self-study and proactively deal* with external auditors and PETRONAS Group to further understand on the accounting treatment that impacted PCSB Group.

March 2010 – July 2011

Esso Malaysia Berhad (EMB)

Downstream (DS) GFO Financial Analyst, DS Controller’s GFO

Specifically selected by Finance management to join DS financial reporting team with portfolio covering Esso Malaysia Berhad, ExxonMobil Malaysia Sdn Bhd and ExxonMobil Chemical Malaysia Sdn Bhd

- Prepare and analyse monthly earnings and operational results for DS entities for review with management. Analyse financial performance of each of the businesses of DS entities.
- Prepare and consolidate earnings estimate for tax assessment. Responsible for ensuring accuracy of forecast to avoid penalty charge for underpayment by Inland Revenue Board.
- Prepare statutory accounts for DS entity, including preparation of disclosure notes in compliance with FRS and Companies Act. Provide input and analysis to PriceWaterhouse Coopers for their review of the accounts.
- Prepare presentation package on financial results and performance for management reviews.

- Prepare accounts analysis for other major DS entity to ensure financial statements reflect accurate financials and related disclosures.
- Prepare input and review EMB Annual Report at various production stages. Work closely with Facilities group to ensure smooth and timely production of annual report. Also responsible for providing input to the Q&A package, and including providing competitors analysis.
- Keep abreast of the latest development in local accounting standards (IFRS/PERS) as well as Exxon accounting manual so that the analyst can understand and implement changes to the various financial reports.

September 2008 – February 2010

ExxonMobil Business Support Centre Malaysia

Business Analysis & Reporting, GSC Business Services

Business Analysis & Reporting in charge supporting ExxonMobil Information Technology (EMIT) Upstream Countries which include Australia, Indonesia, Sakhalin and Malaysia for ExxonMobil financial reporting processes – Planning & Budgeting and Stewardship. Tasks include:

- **Planning and Budgeting**
 - Develop Planning and Budgeting (P&B) with EMIT Managers and local Controllers
 - Co-ordinate metrics collection and its validation for the P&B process
 - Provide analyses on the year-on-year increase to the Country IT Managers
- **Cost Capturing and Stewardship**
 - Co-ordinate and review monthly accruals and adjustments requests from EMIT
 - Provide monthly and quarterly analyses on cost variances between Actual Vs Plan Vs Outlook : Local First Incurred and Customer Recovery
- **Cost Allocation**
 - Advise EMIT on costing and cost allocation
 - Prepare allocation percentage of actual cost to EMIT customers as per Global Guidelines & Metrics
- **Local requirements**
 - Provide supporting information for audits , Tax Authorities
 - Manage and handle ad-hoc cost issues related to JV and Tax Authorities

October 2003 – August 2008

KPMG, Kuala Lumpur

Audit Assistant Manager, Assurance & Advisory Services Division

Successfully involved in statutory audits, consolidation and package reporting for various public listed and multinational companies which were involved in the banking industry, hotel industry, property development and construction, manufacturing and investment holding sectors.

- Main portfolio companies were:
 - Islamic Banking Industry – Bank Islam Malaysia Sdn Bhd & BIMB Holding Berhad

- Investment holdings and provision of management services – Landmarks Berhad, Lebar Daun Berhad & Wah Seong Industrial Holdings Berhad
- Civil and building construction services – Lebtech Energy Sdn Bhd
- Islamic banking, venture capital and unit trust - Subsidiaries of BIMB – BIMB Musyarakah Sdn Bhd and BIMB Unit Trust
- Trading industry - Syn Tai Hung Trading Sdn Bhd
- Hotel industry - Primula Beach Resort, Andaman Beach Resort and Kenyir Outdoor Leadership Academy Andaman
- Special assignments for compliance analysis on the new adoption of Financial Reporting Standards (“FRS”) as the applicable accounting standards for entities other than private entities, issued by Malaysian Accounting Standards Board (“MASB”). Preparation of the analysis report on requirements for additional disclosures, new treatment and presentation in accordance to the FRS for Lebar Daun Berhad and its subsidiaries

Jan 2002 – September 2003

E.S.Lim & Co, TTDI, Kuala Lumpur
Audit Assistant, Audit Department

Senior in charge for statutory audits, multinational companies which are involved in the manufacturing and trading.

SKILLS

Performance:

Highly independent and objective driven in completing tasks with results exceeding expectations, consistent high performance record and accelerated career progression. Progression from Senior Executive to Manager within 18 months in PETRONAS.

System and Process:

Good keyboard and word-processing ability. Competent in Microsoft Office packages, Microsoft Windows Operating System (95, 98, NT, 2000 and XP), SAP R3, International Production Enterprise System (IPES), SAP ECC 6, Business Warehouse, Business Consolidation System and the Internet.

REFEREES

To be furnished upon request.