



## Suhana Hassan

Manager, Business & Financial Reporting  
AIA Bhd

(+60) 0122858179 | annne.my82@gmail.com | Shah Alam, Selangor

## Experience

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Jan 2015 - Present

### Manager, Business & Financial Reporting

AIA Bhd | Kuala Lumpur, Malaysia

Industry	Insurance
Specialization	Banking/Financial Services
Role	Analyst
Position Level	Manager
Monthly Salary	MYR 8,940
Fixed Allowance	RM350 per month

Main responsibility is to lead the reporting team for Corporate Solution (CS) department, prepare various type of reports to support finance and actuarial team and other departments as well.

To develop CS financial reporting system towards effective monitoring and achievement of business set targets, ensure accuracy and timely reporting and to monitor overall division's expense and to be main coordinator for expense related matter.

Manage and coach team members to increase their competencies & capabilities in performing and executing their work tasks efficiently.

Liaison of sales on their team performance vs. budgeted figures. Analysis and trending of sales key performance indicators. Review of weekly ANP report and key agent metrics reports, ensure accuracy in Group reporting

Administering and review of financial and management reporting such as premium reports etc. ensure comply with statutory, regulatory, local and group reporting requirements, monitoring of suspense, etc.

Supporting CSD budgeting process, and periodic forecast, and supporting the business planning process. Assess opportunities for enhancement / automation in the preparation of relevant data and driving its realization. Support ad hoc request from management / business planning materials/slides etc.

Monitor & manage overall division's expenses Extract/generate monthly expense report and communicate to cost centre heads

Involve in preparation and roll down of expense annual budget. Coordinate and compile statutory reporting & reports required by Finance related to Expenses. Analyse CS expenses and provide variance explanation on monthly basis

Nov 2013 - Jan 2015  
(1 year 2 months )

## **Deputy Manager**

Prudential Assurance Malaysia Berhad | Kuala Lumpur, Malaysia

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

- Direct and oversee all aspect of finance and accounting function of the Regional Reporting & Analysis Team (RRA). Supervise and lead the RRA team in their daily task and duties.
- Responsible for meeting the financial reporting requirements of both internal management as well as Regional Head Office (RHO) on a timely and accurate basis including deliver related local and regional-driven projects as and when defined.
- Review, analyses management reporting pack for both internal management and regional reporting purposes.
- Review and monitor implementation of Solvency II (SII) requirement and actions across functions to ensure issues are adequately communicated.
- Prepare commentaries pack on periodic basis to RHO. Liaise with auditors and SOX team on audit-related matters.
- Ensure appropriate reconciliations are maintained for various reporting ledgers.
- Coordinate and review the annual financial budget for both internal management and regional reporting purposes.
- Undertake ad-hoc assignments/projects as and when required by management or RHO.

2005 - Oct 2013  
(8 years 9 months )

## **Asst. Manager**

RHB Investment Bank Berhad

Industry	Banking / Financial Services
Specialization	Finance - General/Cost Accounting
Role	Financial Accounting & Reporting

- Provide support and assistance, on a performance level, to the financial accounting and reporting function of the Financial and Reporting section particularly the monthly closing cycle and the maintenance of records.
- Responsible for maintaining and analyzing the ledger accounts and full set of financial statements.
- Execute month end, quarter end and year end closing account (including Statutory Financial Statement of RHB Investment Bank Berhad) and resolve general accounting and reporting issues.
- Prepare consolidation financial report in compliance with Financial Reporting Standards (FRS).
- Prepare statutory financial statement for RHB Investment Bank Group and to liaise with internal and external auditors. To facilitate annual audit of the Group and the Bank including preparation of Annual Report.
- Prepare BOD and GAC paper for the Group including GP8 report for the submission to the BNM.
- Prepare monthly forecast for the Bank.
- Prepare full set of FRS 7 including liquidity risk, credit risk, interest rate risk, fair value & segment reporting
- Full time involve in BNM ISS project specifically on Financial Position, Income Statement, Statement Changes of Equity etc., attend training, participate in internal and BNM UAT for RHB Investment Bank Berhad.
- Maintain cash flow activity particularly on the daily money market placement (atleast twice a

week) & Fixed deposit placement for RHB Investment Management & RHB Islamic Asset Management-liaise with Treasury, Bank & other respective department/section.

- Plan, monitor and review the performance of the Company's excess funds placed with approved financial institution (for RHB Investment Management & RHB Islamic Asset Management only)
- Assist and support the senior manager in the implementation of project initiatives e.g system upgrading
- Compliance reporting : Prepare quarterly submission to Statistic Department and monthly submission to Bank Negara Malaysia and local authorities such as Bursa Malaysia.
- Budget : Provide support for the completion of company's budget and also divisional budget.
- Maintain Fixed Asset Register and Financial Operation analysis for certain general ledger accounts

## Education

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2005	<b>University Putra Malaysia</b> Bachelor's Degree in Finance/Accountancy/Banking   Malaysia
	Major Accounting Grade Grade B/2nd Class Upper
2005	<b>University Putra Malaysia</b> Diploma in RESEARCH INSTITUTE OF INVESTMENT ANALYST (RIIAM) an affiliate of Bursa Malaysia, KUALA LUMPUR   Malaysia
	Major Investment Analyst Grade Pass/Non-gradable

## Skills

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Advanced	Sunsystem, Vision Excel, MS Word, MS Excel (Pivot Table, Lookup Function)
Intermediate	Nova system, Oracle Financial, MYOB, Walker
Basic	UBS Accounting system

## Languages

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*Proficiency level: 0 - Poor, 10 - Excellent*

Language	Spoken	Written
Bahasa Malaysia	10	10
English	7	7

## Additional Info

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Expected Salary	MYR 12,000
Preferred Work Location	Kuala Lumpur, Selangor

### Other Information

Good problem solving and analytical skills, able to work independently and be a team player and work well under pressure

## About Me

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Gender	Female
Age	34
Telephone Number	(+60) 03-20562305
Address	No 21 Jalan Pulau Angsa U10/43A Villa Suria, Sunway Alam Suria Seksyen U10, 40170, Shah Alam, Selangor, Malaysia
Nationality	Malaysia

*I authorize your handling of my personal details as per "Malaysian Law Personal Data Protection*