

# Dominic Choo

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## Profile

- Dominic is the Head of Internal Audit at DKSH Holdings (Malaysia) Berhad for DKSH Malaysia since September 2019.
  - To date, he has accumulated close to 14 years of experience in the sphere of Governance, Risk and Control which began in Kuching after graduation. In 2010, he moved to Kuala Lumpur to establish his career and gain regional exposure.
  - He graduated with a Bachelor of Commerce (Accounting) from the University of Otago, New Zealand and is currently pursuing part 3 of the Certified Internal Auditor (CIA) certification from the Institute of Internal Auditors (IIA), Malaysia.
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## Career Highlights

### **DKSH Holdings Malaysia Berhad**

- Head of Internal Audit for Bursa listed MNC in the trading and distribution industry, reporting to the Audit Committee.
- Lead coordinator for fraud investigations assisting investigation leads and reporting the same to the Board of Directors.
- Localized the risk management framework in collaboration with the Governance, Risk & Compliance Department for DHMB.
- Introduced DHMB's Whistleblowing Policy & Procedures in 2019.

### **PwC Consulting Services Sdn. Bhd. – Risk & Governance**

- Manager-in-Charge for the provision of a local Financial Institution's Board Effectiveness Assessment.
- Involved as a team member evaluating the governance framework for a local Financial Institution as a result of a Bank Negara Malaysia finding.

### **KPMG Management & Risk Consulting Services Sdn. Bhd. – Internal Audit, Risk & Compliance**

- Led a team to develop the Corporate Governance Guide v2.0.
  - Manager-in-Charge for the roll-out of Board Advisory Service offerings across multiple industries.
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## Experiences

### **DKSH Holdings Malaysia Berhad – Multinational trading and distribution services organization**

Head, Internal Audit, 10/2017 to present

- As Head of the Internal Audit Department reporting to the Audit Committee of DKSH Holdings Malaysia Berhad, ensure deliverable of impactful risk-based audits with significant operational and financial impact, whilst increasing process efficiency as well as effectiveness.
- Promoting a cultural change in mindset and behavior to employees in formal and informal forums.
- Leading audits (operational and financial) and investigations (fraud or non-compliance).
- Point of contact for the external auditors
- Supervise teams ranging from 3 – 4 members and ensure quality deliverables.

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- People Management – engage with the Audit Committee Chair during private sessions on quarterly updates, present and deliberate during Audit Committee meetings – findings of audits and/ or investigations, provide training to Management and employees of DHMB on control related subjects, training to Internal Audit staff on engagement planning, fieldwork, analytics as well as reporting.
- Engagement execution: Planning – develop the risk-based internal audit plan for the year; balancing between key risk areas vs. business needs, gauging scope of investigations and reviews.
- Engagement execution: Fieldwork – involved in all investigations/ reviews and key audits carried out during the year.
- Engagement reporting: Quarterly updates to the Audit Committee, and monthly 1-on-1 with the Head of Country Management, DKSH Malaysia. Preparation of the Statement of Risk Management and Internal Control for inclusion in the annual report.

## **Jade E Services Sdn Bhd** – *E-Commerce fashion retailer with a presence in Asia Pacific*

Regional Senior Manager – Internal Controls, 04/2017 to 10/2017

- As Senior Manager, supervise teams of 2 – 3 members and ensure high quality of deliverables while managing relationships with both internal and external stakeholders.
- Client Management – Main point of contact for all engagements and assist the Associate Director (Accounting & Controls) in responding to all internal control related queries within Zalora from internal and external stakeholders.
- People Management – Provide on-the-job training for several key topics including engagement planning, execution and reporting as well as conducting authentic performance evaluations.
- Engagement execution: Planning – Develop annual engagement audit plans, determining scope, budgeting, and resource planning.
- Engagement execution: Fieldwork
  - Identify improvement opportunities with significant business and/ or financial impact;
  - Secure acceptance and buy-in from stakeholders;
  - Ensure timely completion of periodical deliverables;
  - Complete additional tasks and responsibilities assigned on an ad-hoc basis;
  - Review the work of team members for accuracy, completeness and relevance; and
  - Follow-up on previous findings/ observations arising from past audits/ review.
- Engagement execution: Reporting – submit internal control deliverables, project reports and policies & procedures to the Holding Company's Internal Control team and Zalora's Senior Management team.

## **CB GLOBAL CORPORATE SERVICES SDN BHD** – *Global real estate organization*

Regional Financial Compliance Manager, 01/2016 to 03/2017

- As FC Manager, ensure high quality of deliverables while managing relationships with stakeholders.
- Client Management – Main point of contact for all engagements and assist the Financial Planning & Analysis Director (APAC) in responding to all financial compliance related queries.
- People Management – Provide on-the-job training on several topics including the roll-out of new compliance procedures, financial policy streamlining with Global, Foreign Corrupt Practices Act (FCPA) roll-out, Sarbanes Oxley (SOX) 302 & 404 updates to 14 countries where CBRE's Facilities Management business unit operates.
- Engagement execution: Planning – Develop engagement scope, confirmation of engagement scope and overall in-charge for engagement planning
- Engagement execution: Fieldwork

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- Balance sheet reviews of aged receivables in key accounts for the FM business;
- Report on monthly unbilled receivables and account receivables via follow-up with respective Country Finance Managers;
- Review and submit FCPA deliverables;
- Align global & regional financial policies;
- Complete additional tasks and responsibilities assigned on an ad-hoc basis; and
- Follow up on previous findings/ observations raised.
- Engagement execution: Reporting – Submit deliverables to CBRE’s Asia Pacific Finance Leadership.

**PwC CONSULTING SERVICES SDN BHD** – *Professional services firm providing business advisory services to clients in various industries*

Manager – Risk & Governance, 12/2014 to 12/2015

- As Manager-in-Charge, supervise teams of 3 – 4 and ensure high quality completion of advisory assignments while management the relationship with stakeholders (PwC and Clients).
- Client Management – Main point of contact for all engagements and assisted the Engagement Partner with client management tasks, including but not limited to, crafting proposals, assessing client’s risks, engagement clients and responding to clients queries as well as seek out new business.
- People Management – Provide training on several topics including engagement planning, execution and reporting, client management, team and individual engagement performance evaluation.
- Training – Formal training to Managers, Senior Associates, Associates from the department on updates to Corporate Governance in Malaysia.
- Engagement execution: Planning – Develop engagement scope (Advisory Engagements), engagement budgeting, confirmation of engagement scope and resourcing.
- Engagement execution: Fieldwork –
  - Identify improvement opportunities with significant business and/ or monetary impact;
  - Secure acceptance and commitment from process owners/ stakeholders;
  - Ensure timely completion of periodical deliverables;
  - Maintain and distribute updates for assigned deliverables based on datelines with stakeholders;
  - Complete additional tasks and responsibilities assigned; and
  - Review the work of team members for accuracy, completeness and relevance.
- Engagement execution: Reporting – Review reports prior to Engagement Partner’s review.
- Portfolio of industries include: Financial institutions and government linked investment companies.

**KPMG MANAGEMENT & RISK CONSULTING SERVICES SDN BHD** – *Professional services firm providing business advisory services to clients in various industries*

Manager – Internal Audit, Risk & Compliance Services, 12/2010 to 06/2014

- As Manager-in-Charge, supervise teams of 3 – 4 and ensure high quality completion of advisory assignments while management the relationship with stakeholders (KPMG and Clients).
- Client Management – Main point of contact for all engagements and assisted the Engagement Partner with client management tasks, including but not limited to, crafting proposals, assessing client’s risks, engagement clients and responding to clients queries as well as seek out new business.

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- People Management – Provide training on several topics including engagement planning, execution and reporting, client management, team and individual engagement performance evaluation.
  - Training – Formal training to Managers, Senior Associates, Associates from the department on updates to Corporate Governance in Malaysia, Board Advisory Services and Internal Audit Services.
  - Engagement execution: Planning – Develop engagement scope, engagement budgeting, confirmation of engagement scope and resourcing.
  - Engagement execution: Fieldwork –
    - Identify improvement opportunities with significant business and/ or monetary impact;
    - Secure acceptance and commitment from process owners/ stakeholders;
    - Ensure timely completion of periodical deliverables;
    - Maintain and distribute updates for assigned deliverables based on datelines with stakeholders;
    - Complete additional tasks and responsibilities assigned; and
    - Review the work of team members for accuracy, completeness and relevance.
  - Engagement execution: Reporting – Review reports prior to Engagement Partner's review.
  - Portfolio of industries include: Financial institutions and government linked investment companies, construction, manufacturing, leisure & travel, conglomerates, oil & gas, property development, shipbuilding.
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## Skills

**Software and systems:** Microsoft, SAP, in-house developed systems

**Language proficiency:**

Spoken: English – proficient, Mandarin – Conversational, Malay – Good

Written: English – proficient, Malay – Good

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## Education

**UNIVERSITY OF OTAGO, DUNEDIN, NEW ZEALAND**

Bachelor's Degree in Commerce (Accounting), 2005

**INSTITUTE OF INTERNAL AUDITORS, MALAYSIA**

Associate Member, IIAM, 2016

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## References

Available upon request