

RESUME



INTERNAL AUDIT MANAGER WITH OVER 17 YEARS OF EXTENSIVE AND WELL-ROUNDED EXPERIENCES ACROSS A VARIETY OF INDUSTRIES, INCLUDING HOTEL MANAGEMENT, HIGHWAY OPERATION, REAL ESTATE DEVELOPMENT, CONSTRUCTION, AND INFORMATION TECHNOLOGY SERVICES.

GENERAL INFORMATION



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Married



Current Salary: RM 7000

Expected Salary: RM 15,000

EXPERIENCE

INTERNAL AUDIT MANAGER • HEITECH PADU BHD • 1ST FEB 2012 – TO - PRESENT

HeiTech Padu Berhad offers a wide range of information technology services. The company specializes in systems integration, network services, data center management, and disaster recovery.

They also provide business recovery management, internet data center and infrastructure development. Additionally, the company is involved in motor parts pricing database development, computer aided educational software, mail processing, programming consultancy, turnkey projects, and document processing.

They are headquartered in Subang Jaya, Malaysia, and have worked on important national projects like MySIKAP (JPJ) and MyIMMS (Immigration Department).

SKILLS

- Ability to convey meticulous information.
- Engaging and obtaining understanding of different perspective.
- Offering solutions and evaluating risk exposure.
- Analytical and dynamic to changes.
- Insightful and innovative
- Business aptitude skills

Work Description

- As an Internal Auditor, I provide guidance to top management on project management, actively engaging with on-site staff to gather information and insights. Provide consultation on best practices and internal control measures with the goal to improve efficiency and reduced risk.
- Create and implement internal audit frameworks, programs, and initiatives aimed at addressing significant business risk exposures, as well as financial and compliance risks, with the goal of enhancing organizational governance, risk management, and control processes.
- Establish a robust risk assessment and annual planning process that focuses on high-risk areas, such as financial, technology, and business risks, to improve internal controls and maximize efficiency.
- Embrace best practices in risk-based audit frameworks, including standard audit procedures, to ensure that the audit delivers reasonable assurance, thereby contributing to the risk mitigating and effectiveness of audit activities.
- Act as an internal consultant, providing advice on internal controls, compliance, and governance processes. This includes mediating conflicts among stakeholders and

facilitating interdepartmental activities during the dispute resolution process.

- Coach and mentor audit members under my supervision, resulting in improved performance and increased accountability.
- Continuously review, update, and improve Quality Management System, Internal Audit Procedures, policies and process, resulting in a more effective internal control environment.
- Work closely with the group QA and SIRIM for the necessary rectification, process improvement, and reporting, resulting in a more robust compliance framework.
- Report on the status of Audit Plan, Key audit findings, and progress on audit rectification to the Audit Committee on a Quarterly basis, resulting in improved transparency and accountability.

Reporting to: Director of Internal Audit Number of Subordinates: Four (4) Notice Period: One Month
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**SENIOR AUDITOR • ALLOY MTD SDN BHD •
3RD AUGUST 2009 – 30TH DECEMBER 2011**

Alloy MTD Sdn Bhd is a company involved in operating several expressways, including the East Coast Expressway (LPT), Karak Expressway, and the South Luzon Expressway (SLEX) in the Philippines. As a Senior Auditor, I played a key role in ensuring

the financial integrity and compliance of the company during my tenure.

During my tenure at Alloy MTD Sdn Bhd, I actively participated in the operations of both local and overseas highways. My responsibilities included:

Work Description

- Conducting evaluations to assess the readiness and effectiveness of the new toll operation system. This led to enhanced efficiency and reduced risk within the company.
- Improving toll operation control by refining Standard Operating Procedures (SOP) and integrating IT security measures. This resulted in a more robust internal control environment.
- Facilitating communication and coordination with relevant departments to ensure compliance with regulatory requirements. This contributed to an improved compliance framework.
- Validating and assessing internal and regulatory policies and procedures to ensure proper documentation, implementation, and communication. These efforts enhanced accountability and transparency within the organization.

Overall, my contributions helped optimize operations, strengthen internal controls, improve compliance, and enhance accountability and transparency at Alloy MTD Sdn Bhd.

**INTERNAL AUDITOR • ENCORP BHD •
1ST APRIL 2008 – 24TH JULY 2009**

Encorp Bhd is a prominent real estate and property developer known for its landmark properties in Kota Damansara and Shah Alam. During my role as an Internal Auditor, I focused on ensuring smooth operations and compliance with contractual obligations. My responsibilities included:

Work Description:

- Conducting thorough reviews of pre and post construction activities such as contractual compliance, execution of Bill of Quantities (BQ), progress claims, Extension of Time (EOT), Variation Orders, Liquidated Ascertained Damages (LAD), defect liability, and finalization of accounts.
- Assessing the effectiveness and efficiency of operations, ensuring they aligned with the company's objectives. I identified areas for improvement to enhance effectiveness and achieve cost efficiencies.
- Overseeing and monitoring risk management processes, identifying potential risks, and implementing measures to manage and mitigate them.
- Identifying and bringing attention to any operational problems, issues, or risks that may have been hidden. I provided management with actionable insights to address these concerns.

My contributions as an Internal Auditor at Encorp Bhd helped streamline operations, enhance risk management, and ensure compliance with contractual obligations.

**INTERNAL AUDITOR • PJ DEVELOPMENT BHD •
15TH MAY 2007 – 31ST MARCH 2008**

PJ Development Bhd is a leading company specializing in properties, construction, and hospitality. They own and operate various iconic hotels, condominiums, and properties throughout Malaysia.

During my tenure as an Internal Auditor, I actively contributed to the success of the Internal Audit Department. My responsibilities included:

Work Description:

- Conducting insightful reviews of newly established business operations, providing valuable feedback to optimize performance and efficiency.
- Conducting investigation audits to identify and address abnormal activities, ensuring compliance and mitigating potential risks.
- Performing due diligence exercises on business acquisitions, meticulously evaluating financial and operational aspects to support informed decision-making.

- Reviewing sales and marketing strategies for non-performing business units, providing recommendations to improve their performance and profitability.
- Engaging in financial reviews, such as analyzing quarterly reports and assessing compliance with Bursa Malaysia Listing Requirements, including related party transactions.

My role as an Internal Auditor at PJ Development Bhd involved providing valuable insights, conducting thorough investigations, and contributing to strategic decision-making processes.

INTERNAL AUDIT EXECUTIVE • GRAND CENTRAL ENTERPRISE BHD •

1ST JAN 2005 – 31ST JAN 2007

Grand Central Enterprise Bhd is a renowned company that owns and operates a chain of 13 hotels in Malaysia and Singapore. The hotels include Grand Continental, Grand Central, Grand Crystal, and Grand Olympic. The company is listed on the main board of Bursa Malaysia and also has sister hotels in Australia and New Zealand.

During my tenure as an Internal Audit Executive, I played a pivotal role in ensuring operational excellence within the organization. My responsibilities included:

Work Description:

- Conducting operational audits across various departments of the hotels, such as Front Office, Housekeeping, Business Development, Engineering, Kitchen, and F&B.
- Assessing and reviewing procedures, documentation, and internal controls to evaluate compliance with regulations and company policies.
- Developing and implementing comprehensive audit programs and plans to guide the audit process effectively.
- Working diligently to achieve the audit objectives outlined in the Audit Program, maintaining a strong focus on accuracy and attention to detail.

As an Internal Audit Executive at Grand Central Enterprise Bhd, I contributed to maintaining high operational standards, evaluating compliance, and optimizing internal controls across multiple departments within the hotels.

**BACHELOR OF ACCOUNTANCY • DATE GRADUATE: 2001 • UITM
SHAH ALAM**

**DIPLOMA IN ACCOUNTANCY • DATE GRADUATE: 1999 • UITM
TERENGGANU**