

Hafiz Nor Azlan


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Dear Recruitment Team,

APPLICATION FOR FINANCE RELATED POSITION

I am highly motivated, resulted oriented team player and an experience **Finance & Business Partner** with diverse set of skills across the **e-commerce and retail industry**. Moreover, I have more than **10 years of working experiences** mainly in e-commerce industry which involve **data reconciliation and verification, preparing financial report and analyzing financial data, budget preparation process and financial forecasting**. Hence, I humbly express my deep interest to apply for a position in your esteemed company.

The following are my strengths tailored to suits your company needs:

WORKING EXPERIENCE	Intan IT Legacy <ul style="list-style-type: none">Finance & Business partner Fashion Valet Sdn Bhd <ul style="list-style-type: none">Senior Finance Analyst Essentra Malaysia Sdn Bhd <ul style="list-style-type: none">Account Executive Base Associates Management Consulting (Contract position) <ul style="list-style-type: none">Finance Executive Jade E-Services Sdn Bhd (Zalora MY) <ul style="list-style-type: none">Finance Executive Rocket Internet Malaysia Sdn Bhd (OfficeFab-MY) <ul style="list-style-type: none">Account Executive Syarikat Pesaka Antah (Contract position) <ul style="list-style-type: none">Account Assistant	
SKILL SET	<ul style="list-style-type: none">Financial ReportingFinancial AnalysisProcess ImprovementProject LeadReconciliationData VerificationManagement AccountingBudget and Forecasting	
MAJOR ACHIEVEMENT	<ul style="list-style-type: none">Manage to provide a clear insight to the management on the current company performance.Successfully identify and control the variance in data which relates to inventory and sales.Involve in improving operation existing SOP.Successful to cut the time needed to do customize report from 1 day to less than 2 hours.Manage to clear more than 50% for long receivables overdue.Manage to clear intercompany variance and maintain a clean record for intercompany account.	
LEADERSHIP ROLE	<ul style="list-style-type: none">Lead Outsource Accounting Service on recording the sales and inventory data of Fashion Valet Group in a correct manner.Validate existing and any new report on the accuracy of the data.Acting lead in the preparation of budgeting process of Fashion Valet Group.Lead Account Receivable Team and review their work on monthly basis.Supervise Account Payable Team to meet monthly cut off Period to maintain a presentable company Financial Reporting.Organize Basic to Intermediate Excel Class for all Fashion Valet staffLead Account Receivable Zalora Malaysia to Integrate Data with Regional Zalora to zero discrepancy.Lead Account on the Correct flow of Accounting entries under SAP system for ASTRO GO SHOP (during contract with Base Associate Management Consulting Sdn Bhd)	

Attached herewith is my resume and recommendation letters for your reference. I would value the opportunity to attend an interview to discuss how my skills and experience meet the requirement of this post. I look forward for a favorable feedback.

Many Thanks.

Sincerely,
HAFIZ BIN NOR AZLAN

Top Achievement

Manage to provide a clear insight to the management which help to improve the company performance such as maintaining a healthy cash flow, clean AR & AP Aging (no more overdue invoices) and take necessary action to align with the forecast and budget prepared.

PERSONAL PARTICULARS

Hafiz Bin Nor Azlan

EMAIL

hafiz.azlan90@gmail.com

CONTACT NUMBER

011-1181 1174



PROFILE

An all-rounder Finance & Business Partner with in depth aptitude of finance analytics, reconciliation and reporting. Additional experience on leading vendor to plan, build and manage ERP implementation and migration. Aiming to leverage my skills successfully at your company.

PROFESSIONAL EXPERIENCES

Intan IT Legacy
Finance & Business Partner
Jan 2022 – Current



Design and automate the process of invoice issuance, recording of expenses and management report presentation.

- Design a template in excel for sales invoice for customer.
- Design management report based on the management requirement and link all transactions (sales, expenses and purchases) so that the management report is updated whenever new transactions occur based on the date filtered.

Involve in designing the template for monthly payroll include salary, overtime, allowance, incentive.

- Design an automated template for payroll report.

Keep track of inventory movement and pricing control.

- Involve in decision making on purchases including cost control and selling price so that the margin is within the management standard requirement.

Prepare a budget and forecast.

- Keep track of company performance based on the budget and forecast in order to maintain a healthy cash flow.

Involve in activity planning to improve the company performance.

- Participate in activity planning and making sure that it is within the budget prepared.

Involve in handling sales order from end customer and corporate customer.

- Involve in handling order from customers and assist them in term of cost wise and performance wise.

Monthly bank reconciliation

- Reconcile bank related transaction on monthly basis and making sure that all transactions is captured correctly.

Top Achievement

Manage to provide a clear insight to the management which help to improve the company performance such as maintaining a healthy cash flow, clean AR & AP Aging (no more overdue invoices) and take necessary action to align with the forecast and budget prepared.

Fashion Valet Sdn Bhd
Senior Financial Analyst
Sep 2016 – Jan 2022



Draft Income Statement and Balance Statement for management review.

- Restructure layout and maintain the management report based on management requirement.

Analyze and review accounting records, financial statements, and balance sheet.

- Analyzed the trend for each type of expenses and check the reasonableness of it.
- Accrued any shortage expenses based on current month operation's activity performance.

Involve in ERP implementation and data migration

- Act as the main driver by working closely with vendor for the ERP Implementation and migration project specifically on reporting templates and standards.

Prepare annual budget and forecast update.

- Draft annual Budget based on historical data performance.
- Liaise with each Head of Department to get their input and compare against the first draft as their minimum target (revised if theirs is higher).
- Present to management on the final result and adjust it based on management request (revision still will be based on the input from each HOD).

Conduct financial analysis related to investments

- Analyze on every cost incurred on top of investment made against the returns received and propose whether should proceed with it or not.

Involve in reviewing the existing SOP and creating new SOP related to operation.

- Participate to review the current SOP and identify which area that can be improve.
- Participate to contribute idea on the SOP for a new activity which related to operation.

Keep track of the inventory movement

- Compile all the movement for the stock on the related month and include it as part of the comparison between opening stock and closing stock for that month. Any variance will be presented to the operation team for their further explanation.

Top Achievement

Successfully outlined to management on the stock aged more than 1 year, which made them decided to put those items on sale due to already break-even. This event had boosted the company sales by couple of million ringgit towards the end of 2019.

Essentra Malaysia Sdn Bhd
Account Executive
July 2015 – Aug 2016



Perform analysis on accounts receivable and credit review

- Communicate with customer on settling the overdues before they proceed with a new order.
- Decide whether to hold or proceed with customer order based on their payment behaviors.

Draft various revenue-based reports

- Drafting reports as required by upper management using Excel.

Perform inter-company and stock reconciliation.

- Compile all transaction issued/received from both parties and compare against what have been recorded on both sides.

Perform analysis on margin and cost of goods sold on monthly basis.

- Analysis was done at product level due to each product have different margin.

Compute input/output GST and submission of GST return.

- Extract the GL and cross-check whether the GST is captured correctly for every type of supplies.

Analyze and review accounting records, financial statements and balance sheet.

- Analyzed the trend for each type of records to check the reasonableness of it.
- Accrued any shortage expenses based on current month operation's activity performance.

Top Achievement

Managed to clear more than 50% of long overdue by approaching customer personally and work a plan which works for both parties and directly has made the company cashflow healthier.

Base Associates Management Consulting Sdn Bhd
Finance Executive
Oct 2014 – Jun 2015



Draft Income Statement and Balance Statement for management review.

- Restructure layout and maintain the management report based on management requirement.

Analyze and review accounting records, financial statements, and balance sheet.

- Analyzed the trend for each type of records to check the reasonableness of it.
- Accrued any shortage expenses based on current month operation's activity performance.

Involve in handling audit and tax matters.

- Update audit schedule on monthly basis.
- Organize filing system that helps internal and auditors/tax agent works swiftly and efficiently when they need to refer to any documents.

Documenting the flow of from revenue captured to money banked for the existing integrated ERP system.

- Work closely with the developers to understand how they write the program and compare it with other sources of documents to verify on the accuracy of data captured in the ERP system.

Top Achievement

Managed to help clients have a clean and proper financial record by guiding them to understand on how the flow of the integrated ERP system data. Since then, they manage to do a 100% clean bank reconciliation.

Jade E-Services Malaysia Sdn Bhd (Zalora MY)
Finance Executive
Apr 2013 – Sep 2014



Efficiently handles reconciliation for collection and intercompany.

- Perform collection reconciliation between payment gateway settlements against own records (invoice level) on a monthly basis.
- Perform intercompany reconciliation on monthly basis by sending confirmation balance to them.

Draft management reports for management review.

- Restructure layout and maintain the management report based on local and regional management requirement.

Handling AR & GL

- Create and maintain manual invoice template for offline sales.
- Records all the sales and collection, at the same time investigate if there are any unpaid sales more than 1 month.
- Analyzed the trend for each type of expenses and check the reasonableness of it.
- Accrued any shortage expenses based on current month operation's activity performance.
- Ensure that prepayment is charge out to P&L based on the period set.

Top Achievement

Successfully maintained a clean record for all intercompany which really helps cut the time used during Quarterly and Yearly management report.

Rocket Internet Malaysia Sdn Bhd (OfficeFab MY)

Account Executive

Aug 2012 – Mar 2013

**Handling full sets of accounts**

- Records all the sales and collection.
- Communicate with customer on settling the overdues and plan out the best ways for both parties.
- Analyzed the trend for each type of expenses and check the reasonableness of it.
- Ensure that prepayment is charge out to P&L based on the period set.

Draft management reports for management review.

- Restructure layout and maintain the management report based on management requirement.

Involve in handling audit and tax matters.

- Organize filing system that helps internal and auditors/tax agent works swiftly and efficiently when they need to refer to any documents.

Top Achievement

Managed to clear more than 70% of long overdue by approaching customer personally and work a plan which works for both parties and directly has made the company cashflow healthier.

Syarikat Pesaka Antah

Account Assistant

Oct 2010 – Jul 2012

**Handling full sets of accounts (AP, AR & GL).**

- Records all the accounting entries for AP, AR & GL.
- Print out and file in the vouchers for all accounting entries.

Perform inter-company and bank reconciliation.

- Compile all transaction issued/received from both parties and compare against what have been recorded on both sides.
- Reconcile bank statement with accounting records and identify if there is any unknown transaction.

Involve in handling audit and tax matters.

- Update audit schedule on monthly basis.
- Organize filing system that helps internal and auditors/tax agent works swiftly and efficiently when they need to refer to any documents.

EDUCATION PROFILES, CERTIFICATIONS & TRAINING ATTENDED

2008– 2009

INSTITUTE PROFESSIONAL BAITULMAL

CERTIFIED ACCOUNTING TECHNICIAN (CAT)

(Majoring in Accounts Account and Finance)

PROJECT ACHIEVEMENTS

YEAR	ACHIEVEMENTS	SKILL SETS
2019	Successfully finalized annual budget which satisfy the BOD and management based on the targets agreed by relevant departments.	- Time management. - Creative thinking - Budget
2019	Involved in creating new report related to stock for management insight. This had triggered them to come out with a solution which had increased the sales by couple of million ringgit.	- Communication - Presentation - Analysis
2018	Successfully implemented and migrated old data to new ERP system (Netsuite). This has resulted in time saving effectively for monthly management report preparation.	- Planning - Communication
2015	Successfully reduce and control the overdues which have resulted to a healthy cashflow for the company to cover their operating expenses.	- Planning - Communication - Negotiation

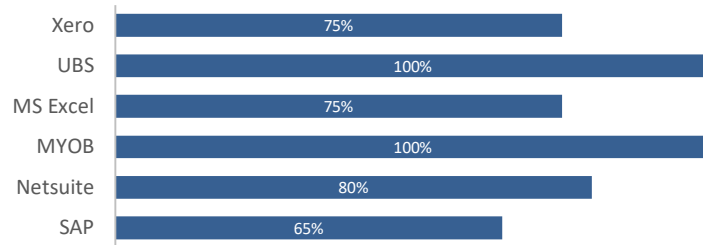
LEADERSHIP ACHIEVEMENTS

YEAR	ACHIEVEMENTS	SKILL SETS
2020	Approached payment gateway service provider and advise them on the layout of reports required by internal parties.	- Leader - Creative thinking
2020	Supervised colleague on how to read new sales and collection data so that the correct data is being captured in the financial accounting system.	- Leader - Creative thinking
2019	Managed to create an inventory aging and movement report so that management can take necessary action on handling it.	- Creative thinking - Communication
2018	Participated to review and improve existing SOP which relates to Operation and Finance.	- Creative thinking - Negotiation

TRAINING & COMPETENCIES

YEAR	TRAINING	VENUE
2020	Adapting Financial Planning and Analysis to the “New Normal”	First Digital Pan-Asian FP&A Board (WEBINAR)
2019	MRCA Retail Conference – Retail Strike Back	Pavilion Hotel Kuala Lumpur

SKILLS



REFERENCE

Nor Idham Bin Che Ghani
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