

SYARA FADZMEE

Address: The Holmes 2, Jalan Budiman,
56000 Cheras, Kuala Lumpur.
Contact Number: 011-11300554 | Email: syarafadzmee@gmail.com

IMPRESSUM:

- All rounded Finance professional handling full suite of finance responsibilities.
- Key Business Partner to CEO, CFO and Country MDs, supporting financial health of Australia and Vietnam entities.
- Able to articulate complex financial issues in a simplified manner to senior management.
- Experienced in FP&A, Business Partnering, Payroll, Reporting, Taxes, full set of accounts.

PROFESSIONAL EXPERIENCE & KEY STRENGTHS:

Finance Executive, Aleph-Labs (Edge Asia Digital Services Sdn Bhd,) Aug 21 to present:

- Aleph-Labs is a Singapore-headquartered creative engineering company with close to 500 professionals across 7 countries across Asia.
- Finance Executive for Aleph Australia and Vietnam entities, covering full spectrum of financial responsibilities for these two fast-growing companies.

Accounting:

- Manage day-to-day accounting transactions and finance activities for Australia and Vietnam companies.
- Accounts Receivable: Follow-up on payments from customers on a weekly basis.
- Accounts Payable: In charge of payments to vendors, and controlling of company cash flow.
- Completed daily cash functions like budgeting, cashflow forecast, and banking reconciliations.
- Management of invoices to clients for completed projects.

Statutory Government Reporting:

- Familiar with preparation and lodgment of reports payments for monthly tax submission:
 - Australia Business Activity Statement
 - Vietnam Foreign Corporate Tax, Employees' Personal Income Tax

Corporate Reporting:

- Handling of monthly reporting for Australia and Vietnam entities to parent company via SAP.

Budgeting & Forecasting:

- Assist senior team in annual budgeting and quarterly forecasting for Australia and Vietnam.

Monthly Performance Reviews:

- Prepare and present Client Profitability analyses for various countries, enabling Country Managing Directors and Regional Management to create optimal business plans.

Financial Reporting:

- Manage preparation of company's month-end closing activities, including Profit & Loss Statement, Balance Sheet Reconciliation and accounting journals.

Staff Payroll:

- In charge of payroll for Australia & Vietnam entities, in line with local regulations on compensation.

SOX, Internal Controls, Risk & Compliance:

- Ensure that Australia and Vietnam companies under my responsibility are SOX-compliant for around 300 finance controls and measures.
- Contact person for communications with Company Auditors.

Inventory Management / Fixed Asset Capital Expenditure:

- Successfully transitioned physical stock count onto online fixed asset management tool for Malaysia, Australia, Vietnam, Singapore entities.
- Manage ongoing inventory reconciliation for company assets purchased across all countries.

Admin Officer, Majubina Construction & Service, Kelantan, Nov 16 to May 17:

Office Administration:

- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
- In charge of managing forms for contract tender.
- Evaluated source documents to locate information needed for each data entry field.

ACHIEVEMENTS:

- Shortened the month-end financial close process from 7 days previously to 4 days currently.
- Set-up checks in place for the payroll process in Vietnam, ensuring staff receive salary on time.
- Successfully digitised and reconciled the fixed asset inventory list for the whole company.

EDUCATIONAL & PROFESSIONAL BACKGROUND:

- **Bachelor of Business (Accountancy)**
Queensland University of Technology, *Australia (2018-2021)*
- **American Degree Transfer Program (Business)**
INTI International College Subang, Malaysia (*2017-2018*)

TECHNICAL SKILLS:

1. **Languages:** English (Professional Working Proficiency), Malay (Native Proficiency)
2. **Technical Skills:** Microsoft Office (Word, Excel & Power Point), Google Suites
3. **Tools and Software:** Xero, MYOB, SAP, BFC

KEY SKILLS:

- Capable to complete task given under minimum supervision of superior
- Ability to multitask and ensure deadline set by the organization are met
- Strong collaborative skills with experience working in team environment and to work effectively alongside individuals from diverse background
- Superior communications skills, both verbal and written

REFEREES:

Ken Seah
Group CFO, Aleph-Labs
+65 9007 9009

Shanaz Muadzam
Operations Manager, Edge Asia Digital Services Sdn Bhd (Aleph MY)
+60 12 677 6614