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## ATIQAHA ADILLAH BINTI MUSTAFA

SENIOR FINANCE &  
TREASURY EXECUTIVE

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### PROFILE

An accomplished Senior Finance Executive with an experienced of over 8 years in finance and more than 10 years in banking industry. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Experienced in managing dedicated subordinates to successfully directing business operations.

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E [ieyqadilla@gmail.com](mailto:ieyqadilla@gmail.com)

### EXPERIENCE

#### PUBLIC INVESTMENT BANK BHD

SENIOR FINANCE & TREASURY EXECUTIVE

FEBRUARY 2019 – PRESENT

- Preparing and reviewing **Full sets of accounts** ( involves in daily operations – full spectrum of accounting functions – AP, AR, GL and Bank ) including Management accounts with financial highlights and statutory accounts on weekly and month end closing **using SAP R/3** accounting system tools accounts and manual entries as well.
- Managing **Treasury Accounting** Unit under Finance department include carrying out the monthly revaluation of the outstanding marketable securities instruments and reconciling treasury product for PIVB (*Public Investment Bank Bhd*) for Bursa and Securities Commission's record and report.
- Reviewing and preparing **Regulatory Reports** in particular Basel and provisioning (**MFRS 9**) including Financial Statement, Liquidity Cover Ratio and Financial Performance reports for Bank Negara submission.
- Preparing monthly and quarterly consolidated **Financial Statements** including presentation slides with financial analysis for CEO's review.
- Handling audit schedules, confirmations, and calculation from auditor as well as liaising with them with the finalization of audit report.

### ACHIEVEMENT

- Successfully automate in total of 6 reports for treasury team including List Of Securities and Liquidity Coverage Ratio for Bursa and Bank Negara's submission.
- Leading in Migration projects for treasury team in migrating into new reporting system from Equations to Finanstra Kondor Plus.

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#### CITIGROUP TRANSACTION SERVICES BHD

SENIOR FUND ACCOUNTANT

APRIL 2015 – FEBRUARY 2019

- Ensured accuracy of funds' trades, cash transactions and corporate actions and verified securities' prices through Bloomberg, Reuters and IDC to properly value portfolios.
- Tracked all daily activity to comprise the net asset value of mutual funds of various investment strategies, including domestic and foreign bond funds, equity funds, spot, forward and share class hedging funds.
- Prepared and submitted investor reports to clients on a month end. Reconciliation of various securities stock, dividends and cash equivalents.

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## ATIQAHA ADILLAH BINTI MUSTAFA

SENIOR FINANCE & TREASURY  
EXECUTIVE

### **HONG LEONG BANK BHD**

*CUSTOMER RELATION ASSOCIATES*

OCTOBER 2011 – APRIL 2015

- Prepared transactions details involved house cheque and local cheque, banker's cheque, telegraphic transfer for RM and foreign currency account (swift issuance, Rentas), interbank giro over the counter and also REPO placement by customers.
- Manage and ensure cash been handle accurately and accordingly to the guideline, SOP, AMLA and compliance to avoid any audit findings or fraud.  
-Complied with Bank's internal control and procedures and performed self-audit check diligently as required. Relief functions as and when required.
- Work tirelessly to improve the overall performance of the systems by assessing billing, workflow, and customer relationship management and productivity

## EDUCATION

### **UNIVERSITY OF MALAYA**

BACHELOR'S IN ECONOMICS ( CGPA 3.13)

## REFERENCES

### **WAN MUHAMMAD AFIQ**

SENIOR MANAGER COMPLIANCE,  
PUBLIC INVESTMENT BANK BHD  
03-2268 3907

### **SOO SHENG FAI**

MANAGER,  
CITIGROUP TRANSACTION SERVICES MALAYSIA BHD  
03-2332 9645