
MUHAMAD ZUL EFFANDI BIN ZAKARIAH

B-12-02,
Citizen Residence,
Jalan Nusantara,
58000 Kuala Lumpur.

017-2094930

zuleffandi.90@gmail.com

OBJECTIVE

A dynamic go-getter with strong leadership, proven academic and possess the right technical and soft skills required to propel the organization achieving its goals and objectives.

EDUCATIONAL BACKGROUND

2009-2013	Universiti Teknologi Mara (UiTM) <ul style="list-style-type: none">• Bachelor of Accountancy (Hons)• Courses included: Accounting, Taxation, Auditing	Shah Alam, Selangor
2008-2009	Negeri Sembilan Matriculation College (KMNS) <ul style="list-style-type: none">• Matriculation Programme – Accountancy• Courses included: Accounting, Economic	Kuala Pilah, Negeri Sembilan
2006-2007	Sekolah Menengah Teknik Setapak <ul style="list-style-type: none">• Sijil Pelajaran Malaysia (SPM)	Kuala Lumpur

OTHER EXPERIENCES/INVOLVEMENTS/AWARD

Degree level	<ul style="list-style-type: none">• Exco of Entrepreneurship and Economic in Association of Bachelor of Accountancy Students (ABACCS) from 2010 -2012• Members of Brass Band UiTM	Shah Alam, Selangor
Matriculation level	<ul style="list-style-type: none">• Dean's List holder• Represent college in Minggu Kreativiti dan Inovasi Matrikulasi (MiKIM) 2010<ul style="list-style-type: none">- Best Presentation (winner)- Best Business Plan (2nd runner up)• Represent class in Economic Forum<ul style="list-style-type: none">- Best Council Chairman (1st runner up)- Overall performance (1st runner up)	Kuala Pilah, Negeri Sembilan

SKILLS

Computer	<ul style="list-style-type: none">• Excellent in computer literate such as Microsoft Word, Power Point, Excel, Oracle, QNE, XERO, GDMS and UBS.
Communication	<ul style="list-style-type: none">• Proficient in written and spoken in English and Bahasa Malaysia.

WORKING EXPERIENCE

**June 2022 –
Current**

Boardroom Business Solutions Sdn Bhd

- Position: Manager, Accounting
- To support cross engagement teams
 - Prepare full set of accounts and present customized financial reports with the aid of accounting software.
 - Setup charts of accounts for new accounting clients.
 - Prepare statutory accounts, in compliance with Malaysia Financial Reporting Standards.
 - Receive and process all invoices and prepare cheques for payments, handle daily disbursements promptly.
 - Prepare Cash Forecast to avail funds for payments and prepare bank reconciliations on a monthly basis.
 - Ensure prompt Billings of work done. Monitor time incurred and strive to work efficiently and productively, within the budgets set for each job.
 - Preparing draft Audited Financial Statement for Auditor Draft.
 - Arrange back up framework for the teams.
 - Ensure completeness and correctness of data input by team.
 - Support top management teams and subordinates towards achieving all Service Quality KPI and strategic objectives of company.

**May 2018 –
January 2022**

International SOS

- Position: Assistant Manager, Order to Cash (OTC)
- Achievement: Promoted from Senior Analyst to Assistant Manager in July 2019
- To support cross functional teams in Account Receivables
 - Manage and supervise the Global Shared Services Asia Pacific Order-to-Cash in delivering services in accordance with Service Level Agreement (SLA).
 - Provide support to the in-country financial management for internal and external audit queries.
 - Review Balance Sheet & Intercompany Reconciliation and drive down aged items.
 - Work closely with in-country Treasury on bank and cash reporting.
 - Monitor month end activities and ensure all the task perform correctly and timely manner (AR Aging Reports, Working Capital Report, Cash Conversion Report, Subledger Reports).
 - Arrange back up framework for the teams.
 - Ensure completeness and correctness of data input by team.
 - Support Manager, Operations Manager and the teams towards achieving all Service Quality KPI and strategic objectives of GSS Accounting Services.

**September 2016 –
March 2018**

Sime Darby Auto Performance Sdn Bhd

- Position: Finance Executive
- Monitor and control branch finance
 - Prepare quarterly procurement report and submit to Sime Darby Berhad Group.
 - Supervise and oversee the Accounts Receivable & Accounts Payable section (ensure the completeness of documentation, monitoring of debtors aging and do follow up with respective department and branch).
 - Performing monthly General Ledger account reconciliation.
 - Risk Management Champion - monitoring of internal control process and procedures and risk assessment.
 - Control and monitoring of Fixed Asset (prepare monthly depreciation, update fixed assets listing, asset tagging, monitor and update Capital Expenditure listing).
 - Monitoring and review bank statement and credit card settlement on daily basis and ensure all transactions are captured into accounting system and do follow up for any unknown payment.
 - Review bank statement on daily basis, ensure all payment capture in GDMS and prepare monthly bank reconciliations.
 - Appointed as Tender Committee and Internal Audit Committee.
 - Monitor and review of Online Vendor Registration – advise and assists new supplier to registration and remind existing supplier to do renewal for those suppliers expired.
 - Control and monitoring of PC Leasing (to do ordering of PC required based on request by each department, update PC leasing listing).

**January 2015 –
August 2016**

IRIS Corporation Berhad

- Position: Finance Executive
- Handle full set of account
 - Preparation of financial statement report (i.e Profit and Loss account, Balance Sheet as requested by the management with the aid of computerized accounting – UBS & Syteline system).
 - Prepare management account for HOD meetings and external meetings (FELDA, State Government, Jabatan Perdana Menteri).
 - Monitoring daily cash flow of the company in compliance with the management policies.
 - Responsible to furnish the monthly management reports such as creditors monthly aging detail schedule, debtor aging and maintaining and updating the Fixed Assets Register schedule.
 - Liaise with external auditor and tax agent to provide them with the required financial information and work closely with them to ensure that the company meets the deadline of submission.
 - Monitoring and calculating monthly Goods and Service Tax and make payment to custom.
 - Special assignment arranged by company management; to follow up group internal audit review points raised by outsource internal auditor.
 - Preparation of monthly consolidation report.
 - Appointed as finance team leader for accounting system migration from Pronto to Syteline.
 - Preparation of yearly budget, monthly and yearly collection report.

July 2013 –
December 2014

Imej Parking Sdn Bhd

- Position: Account Executive
- Handle full set of account
 - Responsible to furnish the monthly management reports such as creditors monthly aging detail schedule, debtor aging and maintaining and updating the Fixed Assets Register schedule.
 - Calculating and checking the car park's staff time sheet and overtime for preparation of monthly payroll payment.
 - Preparation of each car park for the purpose of review account by the landlord
 - Preparation of monthly and yearly collection report and overtime report.
 - Preparation of audit schedules for the financial year and and liaising with auditor.
 - Verification the monthly payroll payment and details of computation of payroll prepared by payroll personnel and responsible for submission salary payment to bank using AutoPay System.

REFERENCE

1st Referee

Wipuli Dinusha Sembakutti (012-3337740)
Finance Manager,
Genpact (M) Sdn Bhd
Relationship: Manager (International SOS)

2nd Referee

Inasuryati binti Awang Nik (013-3219671))
Head of Finance Department,
MyHSR Corporation Sdn Bhd
Relationship: Manager (IRIS Corp Berhad)