

RESUME OF NGAU KAO PIN, BA (Hons), C.A. (M), ACCA

Personal Information

Sex: Male

Age: 42 years old

Address: No. 29, Jalan SS 24/15,
Taman Megah
47301 Petaling Jaya,
Selangor Darul Ehsan.

Telephone-(HP): 016 – 268 3628

Email: ngaukaopin@gmail.com

Marital status: Married, with 2 children

Nationality: Malaysia

Date of Birth: 25 May 1977

ACCA Membership No.: 0632034
(Year obtained – 2007)

MIA Membership No.: CA 28714
(Year obtained – 2008)

Job Objective

To pursue a senior management position in the accounting / financial area, being the key person to drive business growth and ensure good governance.

Highlights of Qualifications

- Over 19 years' combined experience in the field of Accounting and Finance, including 3 years as de facto Financial Controller until today & 9 years in managerial roles for public listed companies and 3 Multinational Corporations
- Member of MIA and ACCA
- BA Honours in Accounting and Financial Management (Sheffield University, UK).
- Possess working experience in various industries such as FMCG, Trading, Oil and Gas, Courier services, Construction, Information Technology, etc.
- Skilled in preparing Group Consolidated Financial Statements, Annual Budget and handling budget monitoring
- Strong knowledge in Malaysian Financial Reporting Standards (MFRS) and tax regulations of Malaysia
- Outstanding IT skills, being proficient in Microsoft Office and Computerised Accounting, especially SAP, ACCPAC, MYOB and UBS

Professional Accomplishments

- Successfully developed new sets of procedures for company SOP (Standard Operating Procedures) in Getz Healthcare Malaysia and KAO Group.
- A valuable business partner to top management, providing sound financial advice to drive business growth effectively and manage cost efficiently (Getz Healthcare Malaysia and DKSH Group)
- Demonstrates strong leadership abilities by consistently leading the accounting team to completion of financial reporting operations 1 day before deadline
- Effectively applied analytical and computer skills to prepare top quality management report monthly (SRII Bhd.)
- Demonstrate powerful communication skills in arranging financing facilities of up to RM 20 million from 4 major Banks (GD Express Carrier Bhd.)
- “His quality of work is high. Being a meticulous person, the schedules and statements that he prepares are always accurate.” – Ms. Chow Chiew Chin, Senior Manager-Corporate Finance (Kencana Petroleum Bhd.).
- Through application of advanced skills in Microsoft excel, developed a financial model that provided the directors with accurate IRR (Internal rate of return) calculation, ensuring that major investment decisions are made based on accurate and realistic information (Kencana Petroleum Bhd.).
- Greatly improved the cost management culture within SRII Group by managing the budget monitoring.

Working Experience

Apr 15 – Present Employer: Getz Healthcare (M) Sdn. Bhd.
Industry: Healthcare – Importer & distributor of Medical Equipment and Devices
Position: Finance, HR & Operations Manager (operating as *de facto* Financial Controller)
Direct reports: 2 Finance Executives and 3 Warehouse employees

Annual Budget and Monthly Budget Monitoring

- Work closely with Key Managers in establishing annual and monthly financial targets. This is performed with strong inter-personal skills
- By applying advanced skills in Excel Financial Modelling, helped the Company complete Annual Budget at a timely manner.

Monthly Financial Closing & Overseeing of daily finance operations

- Always well organized and disciplined in managing daily operations with subordinates, leading to accurate & timely submission of accounts

- Thorough in managing accounts payables process, resulting in all supplier payments settled promptly and flawlessly.

Business partnering

- With detailed understanding of HR Guidelines, consistently advise senior management on employee relations matters, including disciplinary and grievance procedures
- By complementing good business acumen with robust financial models & data mining, effectively help senior management evaluate financial performance of individual sales department.
- Take part in Managing business growth by monitoring sales, margin and profit performance against monthly targets. At the same time, recommending timely corrective action.

Internal Controls

- Established stringent and clear internal policies, ensuring that company's assets are safeguarded.
- Ensure that critical operations such as Fixed asset acquisition process, procurement process are performed in compliance with pre-established corporate requirements.

Treasury

- Being highly reliable in maintaining positive cash flows all the time. This is done by monitoring daily, monthly and quarterly cash flow requirements. Necessary actions are recommended for top management as and when necessary, such as request for Short term corporate Loan
- Actively help the company derive interest income from short-term deposit, whenever there are surplus funds in bank account

Human Resource

- Manpower Planning - By implementing strict recruitment and performance assessment process, consistently ensure that suitable candidates are recruited for all positions
- Monthly payroll – With meticulous monitoring mechanism, successfully administer salary arrangements on time and with high accuracy.
- Office Culture – With systematic procedures of monitoring employees' conduct and discipline, frequently maintain a professional working environment
- Employees Benefits – Effective in maintaining comprehensive insurance & medical coverage for all staff

Apr 13 – Mar 15

Employer: DKSH Group

Industry: FMCG & Merchandising services

Position: Finance Manager

Direct reports: 3 persons (2 Executives and 1 Junior Assistant)

Annual Budget and Monthly Forecasting

- With powerful Excel skills, successfully ensure that detailed annual budget and monthly forecast are prepared accurately and timely
- Prepare annual business plan for directors to highlight company performance and determine future direction.

Monthly Financial Closing

- With excellent people management skills, consistently ensure that financial reports are completed promptly and in full compliance with all requirements and regulations

Succession planning

- With effective coaching skills, effectively groom up an Executive to take the role of senior executive.

Transition to GST environment

- Effectively coaching and mentoring subordinates on how to handle various GST-related entries.
- Responsible for monthly submission of and payment for GST Returns
- Before 1st April, managed the project to customise SAP, ensuring the system become GST-compliant.

Business partnering

- With great analysis skills, frequently support major business decisions by providing meaningful financial analysis, especially in times of developing new businesses with existing and potential clients.
- Analyse monthly financial results and determine variances with budget. Propose corrective actions to top management.

Other responsibilities

- Managing and being responsible for the day-to-day accounting functions of the Company e.g. statutory reporting, management reporting, forecasts, treasury, credit control, budgeting and risk management
- Ensure full compliance to all legal and statutory requirements, such as Malaysian Financial Reporting Standards, Income Tax Act and GST Ruling, Companies Act, etc.
- Prepare schedules and accounts for auditors, liaise with auditors, and assist auditors with drafting up of financial accounts
- Perform client and business evaluation before the start of new businesses. In the process, become valuable business partner for the marketing managers, providing sound financial advice
- Participate in HR Payroll process by ensuring that all monthly staff claims are properly and accurately reimbursed to all employees , together with salary.
- Frequently liase and work together with bankers, auditors, tax agents, company secretary, ensuring that critical documents such as annual tax computations, audited accounts, directors' resolutions, etc, are prepared in accordance to statutory requirements.

Jan 12 – Apr 13

Employer : KAO (Malaysia) Sdn. Bhd.
Position : Finance Manager (Contractual position)
Industry : FMCG , Retail, Trading
Direct reports : 2 persons (1 Assistant manager and 1 Executive)

Management of Financial Reporting function

- Very effective in ensuring that the Finance Department close off accounts on time every month, which is on the 1st working day of the following month.
- Consistently lead the finance department to producing Financial Reports with highest level of integrity and accuracy.

Accounts Receivable

- Successfully restructured the system for Goods Returned, resulting in higher accuracy of Monthly Net Sales reported.
- Fine-tuned the mechanism for Revenue Recognition, allowing the organisation to enjoy more timely recording of daily sales.
- By using strong coordination skills and communication abilities, successfully guided the company to streamline the flow of all documentations relating to Accounts Receivable. Therefore, the Finance Department is able to reconcile the customer accounts easily.

Annual Audit and Tax submission

- Always work together effectively with professionals from Ernst & Young, resulting in full compliance of Audited Accounts and Tax returns.

Internal controls

- Reviewed the procurement process and installed a new system to enhance operational efficiency and also effectiveness of internal control.
- Developed new sets of procedures for company SOP (Standard Operating Procedures). As a result, the whole organisation benefits from great improvement in effectiveness of internal operations for Staff claims, Petty Cash claims, data capturing, etc.

Stock Management

- Managing the year-end stock take involving 2 warehouses and 8 consignment counters.

Oct 08-Jan 12

Employer : Kencana Petroleum Group
Position : Assistant Finance Manager
Industry : Oil and Gas
Direct reports : 3 Executives

Consolidated Financial Statements

- Very successful in ensuring that the inter-company balances are accurate and consistent among all related companies
- Able to prepare the Group Cash Flow Statements very effectively and efficiently

Leadership

- Recruited and trained a fresh graduate to be effective in managing the treasury operations and accounting duties, ensuring the long term effectiveness of the Accounting team

Industry Analysis for oil and gas

- By performing ratio analysis on key competitors in the Oil and Gas industry, enabled the Board of Directors to formulate realistic business strategy for the Group.

Other responsibilities

- Managing the day-to-day operations of Finance Department such as treasury , invoicing, payments, data entry, monthly reporting, etc.
- Work very closely with auditors , tax agents, and company secretary to ensure that documents such as audited accounts, tax computation and other resolutions are always in compliance with statutory requirements.

Feb 05-Sept 08

Employer : GD Express Carrier Bhd
Position : Senior Finance Executive (General Ledger Team Leader)
Industry : Courier Services
Direct reports : 3 Executives

Financial Reporting

- Provided accurate financial information to the directors by preparing quarterly management report and group consolidated financial statements efficiently.

Leadership

- Maintained the quality of the monthly accounts by ensuring that the subordinates handling the accounting records and transaction details are reporting the information in line with the corporate policies and procedures.

May 03–Jan 05

Employer : Mark Jaya-Vital Sdn. Bhd. (SRII Group)
Position : Accounts Supervisor
Industry : Construction
Direct reports : 1 Accounts assistant

Accounting Operations

- Successfully restructured the filing process of documents, leading to speed of information retrieval being enhanced by 50%.
- Being responsible for the daily accounting operations such as payments, date entry, invoicing, etc,
- Ensure that monthly accounts closing are completed on time.

Supervisory responsibilities

- As an inspiring leader and supervisor, successfully trained the accounts assistant to become effective and skilful in data entry, invoicing, accounts payables and other clerical duties.

Year End reporting

- Ensured timely release of Group Annual Report by cooperating effectively with the Auditors during the financial audit

Budget Monitoring

- Analyse the monthly financial performance of each construction project against budgets. Subsequently table the variance analysis to directors and project managers

Mar 01–Apr 03 Employer : DynaFront Systems Bhd
Position : Finance Executive
Industry : Information Technology
Direct reports : None

Accounting

- Played a major role in closing monthly accounts by accurately preparing full sets of accounts using MYOB Accounting Systems. This led to Management Report being prepared efficiently.
- Very effective in processing business transactions. Documents such as Invoices, Delivery Orders and Purchase Orders were prepared promptly, leading to business activities being completed smoothly

Dec 99–Feb 01 Employer : C. T. Lim & Co. (Public Accountants)
Position : Audit Assistant
Industry : Auditing
Direct reports : None

Auditing

- Provided quality audit on the accounts of over 15 clients on time, leading to significant improvement in the firm's image.

Languages and Dialects (Proficiency ranking : Highest =10, Lowest = 1)

- English (8)
- Mandarin (8)
- Bahasa Malaysia (6)
- Cantonese (5)
- Hakka (3)

Computer Skills

- Microsoft Word
- Microsoft Excel
- Power Point
- SAP Accounting Module
- UBS Accounting
- ACCPAC Accounting Package
- MYOB Accounting software

Education

Pre-university, Tertiary and Professional

2000 – 2007 ACCA Professional Exams (Obtained membership in 2007)
1997 - 1999 University of Sheffield, UK. (BA Honours in Accounting and Finance)
1996 - 1997 Taylor's College, Malaysia (British Degree Programme, 1 + 2)
1995 - 1996 Kolej Damansara Utama (A-levels)

Primary and Secondary

1990 - 1994 Chong Hwa Independent High School, Kuala Lumpur.
1984 – 1989 Sekolah Rendah Jenis Kebangsaan (Cina) Puay Chai, SS2 , PJ

Salary

Current: RM 12,175 per month (Basic–RM 11,865 monthly, Phone allowance – RM 310 monthly)

Expected: About RM 13,500 to RM 14,000 per month (flexible and negotiable)

Current employment terms

Notice period required – 3 months

References

Mr. Choon Siew Thong

Relationship : Previous superior in Kencana Petroleum Bhd.

Occupation : Group Chief Financial Officer

Address : Level 6,
Menara SapuraKencana Petroleum,
Solaris Dutamas, 1, Jalan Dutamas 1,
50480 Kuala Lumpur

Tel (HP) : 016-262 1773

E-mail : siew2906@hotmail.com

Ms. Jane Tung

Relationship : Previous superior in GD Express

Occupation : Chief Financial Officer

Address : No. 19, Jalan Tandang,
46050 Petaling Jaya,
Selangor Darul Ehsan

Tel (HP) : 012 -378 2879

(H) : 03 – 7787 2227

E-mail : janetung@gdexpress.com

