



Tze Wei Tan

Senior Manager, Financial Reporting and Policies (4 years)
NAZA CORPORATION HOLDINGS SDN. BHD

(+60) 166419843 | Caroltan83@hotmail.com | MYR 16,000 | Petaling Jaya, Selangor.

Experience

14 years+ of total experience

Nov 2016 - Present
(4 years)

Senior Manager, Financial Reporting and Policies

NAZA CORPORATION HOLDINGS SDN. BHD | Kuala Lumpur, Malaysia

Industry	Accounting / Audit / Tax Services
Specialization	Finance - General/Cost Accounting
Role	Financial Accounting & Reporting
Position Level	Senior Manager

Roles and responsibilities:

- Preparation/overseeing the preparation of group accounts, managing and improving reporting process over time;
- Review and ensure group reports are regulatory compliances with all relevant and applicable accounting standards, including resolve non-compliance issues should any non-compliance issues surface;
- Working with accounting team and subsidiaries to resolve any reporting errors or discrepancies;
- Custodian and participate in developing/improving policies, procedures, SOPs and internal controls for group finance;
- Custodian limits of authority for finance related matters areas;
- Coach, develop and manage staffs skills to ensure staffs are equipped with the necessary knowledge to carry out their works;
- Key person to liaise with external auditors on group audit related matters;
- Work closely with other departments such as corporate finance, tax , budget and treasury and advise on financial related matters; and
- Deliver timely and quality report to Board of Directors.

Mar 2012 - Oct 2016
(4 years 8 months)

Audit Manager

Baker Tilly Monteiro Heng

Industry	Accounting / Audit / Tax Services
Specialization	Finance - Audit/Taxation
Role	Auditing
Position Level	Manager

Roles and responsibilities:

- Plan, and manage and lead audit teams to perform a variety of assurance and compliance work for a portfolio of listed/non-listed clients with diversified industries such as construction, property development, manufacturing, trading, healthcare, education, plantation & etc to ensure all expectations and deadlines are met;
- Coach, develop and manage staffs to ensure staffs are equipped with the necessary knowledge to carry out their works;
- Review and monitor staffs' works and activities and develop staffs' skills and personal development;
- Identifying and resolving audit issues, including prepare written reports explain audit findings clearly and accurately;
- manage and monitoring revenue and collection to ensure meet budget billings & collection set are met; and
- Manage and maintaining good client relationship.

May 2011 - Aug 2011
(4 months)

Business Analyst

Powertek Berhad

Industry	Banking / Financial Services
Specialization	Finance - General/Cost Accounting
Role	Management/Cost Accounting/Business Analyst
Position Level	Senior Executive

Roles and responsibilities:

- Prepare monthly/quarterly financial performance/variance analysis, compile board paper to provide business assessments on an ongoing basis;
- Review of forecasts, ensure financial information and assumption made reflective of current situation and capture correctly;
- Closing review of projection, perform analytical review of performance and working capital;
- Treasury matters, monitor placement of funds and ensure loan repayment on time;
- Ensuring compliance with legal and statutory record retention management; and
- Ad hoc duties as requested.

Feb 2010 - May 2011
(1 year 4 months)

Audit Assistant Manager

RSM Robert Teo, Kuan & Co.

Industry	Accounting / Audit / Tax Services
Specialization	Finance - Audit/Taxation
Role	Auditing
Position Level	Manager
Monthly Salary	MYR 4,100

Roles and responsibilities:

- Planning, execution, managing and monitoring various audit assignments for industries in manufacturing, trading, education, plantation & etc;
- Provide leadership and coach audit team for various audit assignments;
- Establish, review and monitor audit team's working;
- Work closely with other departments such as company secretary, tax agent to meet deadlines;
- Ensure compliance to applicable accounting standards and RSM International methodology; and
- Ensure achievement of prescribed audit timelines as outlined in the audit plan.

Sep 2006 - Feb 2010
(3 years 6 months)

Audit Senior Associate

YTS & Associates

Industry	Accounting / Audit / Tax Services
Specialization	Finance - Audit/Taxation
Role	Auditing
Position Level	Senior Executive
Monthly Salary	MYR 2,900

Roles and responsibilities:

- Provide leadership to juniors and ensure they are equipped with the necessary skills required to carry out their jobs effectively and efficiently;
- Perform audit including examination, verification and evaluation of client's reporting structure or managerial processes, internal control and accounting systems; and
- Manage and maintaining good client relationship.

Jan 2005 - Mar 2006
(1 year 3 months)

Accounts assistant

Tacs Corporation Sdn. Bhd.

Industry	Accounting / Audit / Tax Services
Specialization	Finance - General/Cost Accounting
Role	Basic Accounting/Bookkeeping/Accounts Executive
Position Level	Fresh / Entry Level
Monthly Salary	MYR 1,700

Roles and responsibilities:

- Involved in preparation of accounts, tax for small to medium clients; and
- liaise with clients and external auditors for year-end audit.

Education

2004

RMIT University

Bachelor's Degree in Finance/Accountancy/Banking | Australia

Major	Accountancy
Grade	Pass/Non-gradable

2007

CPA Australia

Professional Certificate in Finance/Accountancy/Banking | Malaysia

Grade	Pass/Non-gradable
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Skills

Advanced	Accounting Knowledge and software, MS Office (Power point, Word, Excel)
Basic	SAP FICO

Analytical mind, good attention to detail and problem solving skills within a structured process; Good team player – works well in cross-functional teams; Good time management skills, with ability to multi-task and work under pressure; Works with a spirit of continuous improvement and innovation, creatively open to new ideas and methods; Ability to self-motivate and be resilient and focused under pressure; Strong general computer literacy with Intermediate skills in Microsoft Word, Excel, Power Point, Outlook and SAP.

Languages

Proficiency level: 0 - Poor, 10 – Excellent

Language	Spoken	Written
Mandarin	9	9
English	8	8
Bahasa Malaysia	7	7

Additional Info

Expected Salary	MYR 16,000
Preferred Work Location	Kuala Lumpur, Selangor, Anywhere in Singapore

Other Information

Carol Tan joined Naza Corporation Holdings Sdn Bhd in 2016 and currently held the position of Senior Manager/Section Head of Financial reporting & policies division. She is a Fellow Member of CPA Australia and Malaysian Institute of Accountants in Malaysia.

Throughout her career at Naza, she manages, monitors and improves the entire reporting and consolidation process from time to time in order to produce a quality group accounts effectively and timely. The group of companies comprising of diversified segments, including property development, automotive, F&B, education, telecommunication & etc. She also works closely with finance team and subsidiaries to ensure regulatory compliance and resolve reporting errors or discrepancies. Other than her routine work, she also involves in evaluating, assessment and advising the financial impact for various corporate exercise/group restructuring and manage stakeholders' expectations such as external auditors, tax agents, board of directors, shareholders and bankers.

Previously she was an Audit Manager with a medium-sized audit firm, Baker Tilly Monteiro Heng. Carol led numerous audits for listed/non-listed companies in Malaysia for various industries such as property developer, construction, trading, professional services, telecommunication, healthcare, manufacturing and etc. She also experience in auditing companies which involving misappropriation use of assets and internal control review.

During her tenure as an auditor, she also exposed to a role of Financial Analyst with a listed company through an outsourcing opportunity offered by one of the former employers. She was responsible for numerous routine reporting requirements such as cash flows projection, budget, and monthly and quarterly analysis/variance reports.

About Me

Gender	Female
Age	37 years
Nationality	Malaysian