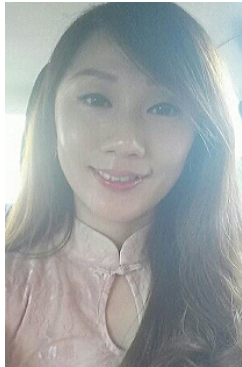

Cellular: 012-5802058 **Age:** 31 Female (NRIC No.: 850826-08-5102) **E-mail:** su_chin85@yahoo.com



B-15-13A, Dpines Condominium
Jalan Pandan Bersih, Taman
Nirwana, 68000 Ampang,
Selangor.

Career Profile

I have a strong profile with experience in team management and financial reporting & analysis. I have developed necessary interpersonal skills to work across different functions & engaging stakeholders globally. I am versatile, resilient & able to work under pressure especially in meeting tight datelines in financial reporting environment. I constantly seek for continuous improvement to work efficiently & effectively. I am eager to bring positive contributions & add value to the organization with my knowledge and skills established throughout my working exposure.

Employment Experience

Team Manager –Reporting & Analysis

Aug 2014 to Present

Shell Business Operations

System

- SAP System (ECC6)
- SAP System (P49-Crystal)
- SAP System (P05)
- Citrix
- Business Warehouse (BW)

Portfolio

- Manage a team of 10 supporting 3 entities & a scholarship fund
- Areas of responsibilities: Fixed Assets, Corporate Functions and Internal & External Reporting

Key responsibilities & experience

- To monitor and manage monthly & quarterly GL closing activities ie journals review & approval, gatekeeper to ensure on time period end closure
- Review & ensure on time & first time right submission of Shell external reporting (Group reporting) & internal reporting (class of business reporting)
- Supplementary & 20F disclosures
- Perform financial statements review & analysis
- To ensure effective operation of SOX & non SOX controls
- Managing deliverables for statutory audit ie. review of audit schedules, process & controls walkthrough
- Country corporate budget preparation, true up computation, latest estimates preparation ie. for tax instalment assessment, to cater for presentation to Board of Trustees
- Manage recovery billing for corporate charges & project expenses and resolve any queries/disputes from counterparts
- Review & approve the coding of invoices relating to corporate functions
- MI reporting for country corporate functions
- Monitor Fixed assets activities & controls sign off ie. addition, retirement, disposal, physical assets verifications
- People management ie. succession & resource planning, staff development, manage difficult conversations, goals setting

Accomplishments & contributions

- Strengthened control framework through the creation of essential controls & eliminated non value added control by working closely with the Governance and Assurance team. ie. developed business case for the creation and elimination of controls & creation of new Work Instructions
- Time saving in internal reporting by eliminating non value added report (analytical review by class of business which does not cater for the nature of the cost recovery entity) & duplicate reports (DIE reasonableness) which was a legacy process. Optimized resources to spend time on other critical deliverables
- Established ways of working among Shell processes & third party service provider to submit group reporting where system handover was completed prior to the divestment of an entity. Lead the engagement between Shell processes & third party. Successfully submitted quarterly

Group reporting despite ceased system access & challenging transition period.

- Introduced materiality & worked with business focal to identify risk/focus area for monthly & quarterly commentaries. Resulted in time saving, eliminate duplicate review and a more structured review & analysis of financials on the basis of materiality & risk.

Finance Analyst

Mar 2011 to Jul 2014

Shell Business Service Centre Sdn Bhd

System

- SAP System (ECC6)
- Citrix
- MOE tool (Monitoring Operational Execution)
- GRM (Group Record Management)
- HPQC

Key responsibilities & experience

- Prepare & process monthly journals & accruals
- Perform reporting to group finance on quarterly basis
- Prepare and collate data for 20-F disclosures
- Gather, collate, analyze and validate data to prepare and maintain various reports
- Working closely with IG team to ensure intra group balances are cleared
- Perform SOX controls and monitor effectiveness of controls
- Analyse and reconcile balance sheet accounts (SOAR) on monthly basis to ensure balances are supported and validated, follow up and clear any outstanding items
- Review trial balance for dormant company
- Prepare commentary for variance analysis on Balance Sheet and Profit & Loss accounts
- Perform associate calculation
- Perform minority interest calculation
- Prepare operating lease schedule

- Handling queries from external and internal auditors as and when required
- Collate & analyze data and liaising with local statutory reporting team for board paper preparation
- Liaising with finance controllers & other processes as and when needed

Project Involvement

DS1 Australia GSAP implementation Project

- Supported GSAP implementation activities and targets by performing data collation, reconciliation and testing to ensure smooth data migration.

Accomplishments & contributions

- Received Special Recognition Award (SRA) for contribution and dedication to the Team
- Received Special Recognition Award (SRA) for stepping in the absence of Team Manager and performing independently without supervision during critical times
- Performed CAT testing (Confirmation Acceptance Test) for SAP system upgrade
- Assisted and supported another team due to staff movement and achieve first time right submission without adjustment return
- Delivered good quality commentary in line with agreed global and operational metrics
- Learning & Development Committee – knowledge sharing and presentation for new joiners
- Actively participate in company/departmental events and activities:
 - RTRR Q3' 11 Communication – Away Day (Connecting RTR) - Creative committee and game facilitator
 - SOAR & ME – game facilitator for treasure hunt
 - Participating in departmental Chinese New Year event (preparation of food and decorations)
 - Dance performance during visit by finance vice president
- Cross countries knowledge sharing

Accounts Executive

Nov 2009 to Mar2011

WorleyParsons Services Sdn Bhd

System

- Oracle
- Hyperion

Key responsibilities & experience

- Prepared full sets of accounts for two entities by supporting General Ledgers and processing journals, preparing & processing accruals, perform revaluation of foreign currency transaction, process asset depreciation, and computation of foreign exchange gain /loss
- Analysed financial statements and ensure all transactions are accurately captured in the system; charge to the correct account code
- Ensure intercompany mismatches are resolved
- Performed tax computation & assist in company tax filing
- Prepared balance sheet schedules
- Performed weekly cashflow forecast to report to Group Finance
- Reporting bank balance to finance manager on a weekly basis for cashflow management
- Perform monthly bank reconciliation for five entities;ensure all payments Receipts are being captured on a timely basis by Accounts Payable & Accounts Receivable
- Perform accounts payable function by entering supplier invoices into the System. Also responsible to check accounts coding before accounts payable personnel post invoices into the system.
- Monitor aging & ensure timely payment as part of supplier management
- Reporting monthly financial performance to Group Accounts using Hyperion
- Working closely with the project controls team, ensure accurate reporting & resolving disputes in project reporting
- Dealing with & building effective relationship with external banks

Accomplishments & contributions

- Successfully resolved 5months of bank reconciliation back log upon joining the finance team
- Initiated & contributed to implementation of internet banking for the company
- Able to work under pressure & meet tight datelines in weekly & monthly reporting especially with the implementation of new Oracle system

Project Control Assistant

April 2008 to Nov 2009

WorleyParsons Services Sdn Bhd**System**

- Oracle
- Timetrax
- Procoms
- TIMS

Key responsibilities & experience

- Prepared monthly control budget for each project, in charge of two departments; Power and Infrastructure
- Set up project in the system for timecard input, cost control & billing purpose
- Providing invoicing instruction to the Finance department
- Compute revenue to be recognized for each project
- Working closely with project manager to obtain project related information such as project progress, sub- contractor progress, other foreseen cost to be accrued and manhour utilization forecast
- Update project information in ProComs (man hours, labour cost, non-labour cost, estimate cost at completion & progress
- Timesheet administration; ensure all employees entered their timecard and the correct codes are being used to charge hours

Audit Executive

November 2007 to April 2008

Moores Rowland

Served as auditor, a member of an audit team, reviewed financial statements and records, performed statutory audit, audited operations, interviewed all levels of personnel to research operations & drafting audit report. Demonstrated effective communication through professional relationships with the audit client.

Internship

February 2006 to May 2006

Zamzuri & Co, Setapak

Preparation of audit work-papers, performed basic audit verification procedures, prepared full set of accounts using UBS accounting system and performed office administrative duties and function

Education

MIA Member Malaysian Institute of Accountants	2016
ACCA Member Association of Chartered Certified Accountants	2009
Advance Diploma in Commerce (Financial Accounting) Tunku Abdul Rahman College, Kuala Lumpur	2007
Diploma in Business Studies (Accounting) Tunku Abdul Rahman College, Kuala Lumpur	2005
SPM Sekolah Kebangsaan Methodist Ayer Tawar	2002

Software Applications

SAP system

BI4

Citrix

Oracle system

Hyperion

Microsoft Word, Excel & PowerPoint

UBS Accounting System

MYOB Accounting System

Curriculum Involvement

School Sports Event (Chairman)	2002
Girls Guide (Committee Member)	1998 – 2002
Netball Club (Assistant Treasurer)	1998 –2002
Volleyball Club	2003

School/College Experience and Achievements

Participation in Forum Session “The Causes of Pollution”
(organized by Tunku Abdul Rahman College)

Participation in Pendidikan Moral Quiz

School representative in netball match

School representative in long distance run (800m & 1500m)

Skill and Others

Good command of both spoken & written English

Other Languages: Bahasa Melayu, Mandarin, Cantonese

References

Yeo Li Hwi

014-3382260

(Team Manager - Manage Close)
Shell Business Operations

Laura Leong May Shuang

017-3636239

(Project Analyst)
Shell Business Operations

Chua Pei Yin

012-2303710

(Team Manager- R&A Downstream)
Shell Business Operations

Joanne Looi

012-2128156

(Project Controls Lead)
WorleyParsons Services