

# MOHAMMED NAJIB JEMOIN, C.A (M)

• **Email:** mnajibjemoin@gmail.com

• **Mobile No:** +6017-3268424

• **Address:** Sungai Buloh, Selangor, Malaysia

• **Age:** 45 years old



Qualified accountant with established experience in the field of financial management reporting, strategy and analysis for major companies. Particular expertise in account consolidation, business development & transformation, operational improvements and management consultation. Experienced in spearheading numbers of transformational and cost saving initiatives projects.

## PROFESSIONAL EXPERIENCE

### Finance Manager

**Brahim's Holdings Berhad • Kuala Lumpur • Dec 2021 – Present**

Responsible for managing the day to day financial operations, monthly financial reporting, quarterly financial reporting to Bursa Malaysia Securities Berhad, internal and external audit, banking and other accounts related activities.

- Direct report to the Chief Executive Officer.
- Prepare the consolidation report for the Group and quarterly submission to Bursa Malaysia Securities Berhad.
- Present to the Board of Directors the financial results during the Quarterly Board of Directors' Meeting.
- Involve in preparation of the Annual Report for the Group.
- Attend to audit queries from the auditor for the finalization of Audited Financial Statements.
- Attend to tax queries from the tax agent for the finalization of the Income Tax Computation and supporting schedules.
- Perform the internal audit for the companies within the Group.
- Closely liaise with the company secretary and bankers.

### Manager, Finance

**Oceaneering Grayloc Connection Systems Sdn Bhd • Kota Kemuning, Selangor • Oct 2016 – Nov 2021**

Responsible in managing the day to day financial operations, monthly financial reporting, credit control, payroll, budgeting, banking and other accounts related activities.

- Direct report to the Finance Controller in Aberdeen, Scotland.
- Prepare the monthly, quarterly and annual financial reports to be submitted to the management.
- Prepare the annual budget and monitor the financial performance (actual results against budget).
- Perform credit control reporting for the Far East and Middle East regions.
- Facilitated the migration of accounting and business processes from central office in Aberdeen, Scotland to Malaysia.
- Closely liaise with the auditors, tax agents and bankers.

### Manager, Finance & Administration

**UMW M&E Sdn Bhd • Shah Alam, Selangor • Aug 2013 – Sep 2016**

Responsible in managing the day to day financial activities and engage in forecasting, budgeting and cost reduction analysis and to review operational performance.

- Consolidate Management Accounts and other financial reports from all operating companies under the UMW M&E Division.
- Prepare the monthly performance report for the UMW M&E Division for the M&E Board of Directors' meeting and Management Committee's meeting.
- Monitor performance (Actual results against budget) of all operating companies under the UMW M&E Division.
- Coordinate the preparation of annual Business Plan.
- Perform treasury functions i.e. cash and investments management and hedging for foreign currencies payment.
- Company's representative for the Internal Control System.

## **Assistant Manager, Accounts**

**Azair Sdn Bhd • Mont Kiara, Kuala Lumpur • Mar 2008 – Aug 2013**

Experience in preparing the management accounts including Income Statement, Balance Sheet and Consolidation Report.

- ◆ Analyse the monthly and yearly accounts through:-
  - Preparation of monthly journals
  - Checking of inter-company transactions
  - Preparation of Income Statement and Balance Sheet supporting schedule
  - Check & analyze the branch accounts
  - Closing of Head Quarters accounts
  - Amalgamate the Head Quarters and branches accounts in Sabah and Sarawak
- ◆ Prepare the monthly management report.

## **Accounting Analyst**

**IBM (Malaysia) Services Sdn Bhd • Bandar Utama, Damansara • Jul 2006 – Feb 2008**

Responsible under the IBM Global Financing (IGF) unit to do compliance check for each contract signed between IGF and the customer. Also involved in the Accounts Receivable Provision for ASEAN countries and managing the accounts for New Zealand and Australia.

- ◆ Prepare the monthly, quarterly and yearly accounts as well as Balance Sheet account reconciliations.
- ◆ Correspond with business counterparts in New Zealand and Australia for all accounts related matters.

## **Accounts Executive**

**System Consultancy Services Sdn Bhd • Wangsa Maju, Kuala Lumpur • Nov 2001 – Jul 2006**

Responsible for preparation of company monthly accounts including Income Statement, Balance Sheet and liaise with company's auditor.

- ◆ Supervise daily accounting transactions in the accounting software (MYOB), payment processing and banking activities.
- ◆ Prepare the monthly, quarterly and yearly report i.e. Cash Flows, Income Statement and Balance Sheet.

## **EDUCATION & PROFESSIONAL QUALIFICATIONS**

---

### **Chartered Accountant**

*Member since 2008*

Malaysian Institute of Accountants (MIA)

### **Bachelor of Accounting (Hons)**

*Second Class Upper (CGPA 3.279)*

International Islamic University Malaysia (IIUM), 2001

### **Sijil Pelajaran Malaysia**

*Grade 1, Aggregate 9*

Sekolah Menengah Sains Tuanku Jaafar, 1995

## **PROJECTS ACCOMPLISHED**

---

### **Accounting & Business Process Migration (Aberdeen to Malaysia Office)**

Oceaneering Grayloc Connection Systems Sdn Bhd

### **Rolls Royce Fan Case Manufacturing Project (PMO - Project Finance & Financial Modelling)**

UMW M&E Sdn Bhd

## **TECHNICAL SKILLS**

---

Microsoft Office Suite (Advanced Level Course) • MYOB • Sage UBS • Lease Management System (LMS), • Hyperion Intelligence • BrioQuery Explorer • VE Text Editor and Lotus Notes • Infor CloudSuite Industrial 9.01 ERP System

## **PERSONAL CHARACTERISTICS**

---

I am an enthusiastic individual with strong team building skills, goal oriented and works well independently or as a member of a team. I am a hardworking and self-motivated person. I believe in working with the company rather than working for the company. I am a person who does not require much supervision, with reasonable innovative capabilities to work under pressure. I have also proven academic and curricular achievements, and possess the right technical and soft skills required to propel the organization achieving its goals and objectives. Therefore, I will be most appreciative if I am given the opportunity to join your esteemed company and thus prove to a valuable asset to the company.

## **NOTICE PERIOD**

---

Three (3) months