



MUHAMMAD HAFIZ BIN OTHMAN

Certified Chartered Accountant



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EDUCATION

Degree in Accounting
Universiti Teknologi MARA (UiTM), Shah Alam, Selangor,
December 2007 - November 2012

Diploma in Accounting
Universiti Teknologi MARA (UiTM), Sri Iskandar, Perak,
December 2003 - December 2005

CERTIFICATIONS

Chartered Accountant
(MIA 37218)
Malaysian Institute of
Accountants (2013)

PROFESSIONAL SUMMARY

15 years of full sets accounting working experience leading a large team of more than 40 headcounts in financial statement preparation, management reporting, auditing, cash flow management, budgeting, and handling banking facilities for a multinational company, as well as 5 years in a Bursa listed entity on the main market. I am also a Certified Chartered Accountant by Malaysian Institute of Accountants (MIA) since 2013.

SKILLS

Accounting principles	Reporting expertise
Financial management	Cashflow management
IPO exercises	Staff management
Merger & acquisition	Finance planning & analysis
Tax preparation & filing	Consolidation accounting

WORK HISTORY

June 2023 - Present

MDC Asia Link Berhad - Vice President, Group Account & Finance, Kota Damansara, Malaysia

- Ensure accurate and proper recording and treatment of all transactions with adherence to the accounting standards and policies.
- Ensure statutory compliance and timely reporting of financial information to management.
- Review monthly financial report to ensure completeness and accuracy.
- Oversee Billing and Credit division ensuring complete and prompt billing and collection.
- Monitor and verify payments to suppliers.
- Responsible for efficient cash management & banking matters.
- Responsible for Budget exercise.
- Coordinate and engage with external auditor to ensure proper accounting practices and year-end audits.
- Accounting system implementation and enhancement of work processes.

- Manage local tax reporting (review of current tax and deferred tax computation, tax estimates and tax returns submission) to ensure compliance with local statutory requirements.
- Oversee company corporate and legal documents and applications according to local laws.
- Coaching and career development for team members.
- To observe and comply with the Company's policies and directives at all time.

January 2021 - March 2023

Serba Dinamik Sdn Bhd - Vice President, Group Account & Finance, Shah Alam, Malaysia

- Promoted from previous position.
- Oversaw deployment of strategic business plans to accomplish accounting, compliance, and revenue targets.
- Directed budget development, creation of budgetary controls and recordkeeping systems and investment management.
- Oversaw budgets, payroll, and accounts payable and receivable.
- Conducted detailed analysis of company financial information and oversaw preparation of related reports.
- Prepared accurate financial statements at end of quarter to summarize financial health and business performance.

Key achievements:

- Assist in 'Vendor Development Programme' and helped suppliers improve their facility by providing financial facilities guaranteed totaling up to RM 50 million.
- Managed and settled off trade facility worth more than RM200mil.
- Managed and found interim solutions for funded fixed costs totaling more than RM15 million per month through liquidation of assets.
- Reorganize through the delegation and segregation of account & finance tasks in downsizing exercise.

August 2015 - December 2020

Serba Dinamik Sdn Bhd - General Manager, Group Account and Finance, Shah Alam, Malaysia

- Promoted from previous position.
- Prepared annual budgets with controls to prevent overages.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Reviewed business operations and obligations to help organization function at acceptable level.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Modified comprehensive reporting to reflect changing financial structure.
- Partnered with auditors to track errors and add contributions to maintain accuracy.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.

Key achievements:

- Setup and migrate accounting data from UBS accounting system to EXACT Accounting system.

- Established team to manage and complete reporting for implementation of GST.
- Managed to clear off all tax outstanding with LHDN including all subsidiaries.
- Improved repayment and outstanding for all banking facilities by setting up monitoring system.
- Handled and managed banking facilities of more than RM1bil.
- Supervised consolidation team for country-by-country reporting.

October 2014 - July 2015

Serba Dinamik Sdn Bhd - Senior Manager, Group Account & Finance, Shah Alam, Malaysia

- Promoted from previous position.
- Developed team communications and information.
- Identified issues, analyzed information, and provided solutions to problems.
- Motivated team members to meet and exceed financial targets.

September 2010 - September 2014

Serba Dinamik Sdn Bhd - Manager, Group Account & Finance, Shah Alam, Malaysia

- Promoted from previous position.
- Directed finance teams to achieve challenging profit targets by strategically evaluating options and implementing optimal solutions.
- Trained new and existing staff members in various financial procedures to prepare for job requirements.
- Audited and reconciled payroll and distributions for personnel.
- Created organizational structures to improve accounting and finance functions.
- Work closely with bankers for bank facility provided and prepares financial analysis.

April 2009 - August 2010

Serba Dinamik Sdn Bhd - Assistant Manager, Account & Finance Division, Shah Alam, Malaysia

- Promoted from previous position.
- Created documents to display financial reports and data using accounting software.
- Processed invoices and contacted appropriate parties for timely payment receipt.
- Prepared monthly reconciliation of bank accounts.
- Supported operations management, sales, and marketing efforts to increase revenue and overall financial health.

February 2007 - March 2009

Serba Dinamik Sdn Bhd - Account Clerk, Shah Alam, Malaysia

- Received and delivered incoming accounting department mail to appropriate staff members.
- Input data into accounting system and maintained integrity of system information to alleviate potential breaches.
- Reconciled accounts, managed audits and updated financial records with remarkable accuracy.

June 2006 - February 2007

Mahmood Security (M) Sdn Bhd - Account Officer, Shah Alam, Malaysia

- Prepares cash reconciliation report to Bank.
- Work closely with clients to close gap on previous discrepancies reports.