

Syaza Bt Ahmad
10-03 Sentul Village
Residence, 10 Jalan Sentul
Perdana, Sentul,
51000 Kuala Lumpur

15th May 2023

Dear Sir,

Application for the position as Senior Manager - Finance

Greetings! It would be great to have an opportunity to employ my capabilities in your esteemed company. Previously, I had already completed for the Certified Accounting Technician (CAT-ACCA) courses. I am currently working at SCICOM (MSC) BERHAD as Manager – Finance and will be available after **THREE** months notice.

My strong language and communication skills coupled with my genuine interest in Accounting and Finance would be my winning point. It's noteworthy to state that currently I'm scoring well in my exams and I'm determined to practice as an ACCA soon.

Besides that, I have been awarded as "**Best of the Best Award Position Specialist - Finance**" in 2017 during SCICOM GALA Dinner 2017 after working as Manager – Finance for the past 10 years since 2013.

I am a very positive and proactive person, conscientious, organized, self-discipline as well as self-determination with a knack for problem solving.

Hereby, I enclose a copy of my CV for your kind perusal. I greatly appreciate your time and consideration and would be awesomely glad to hear from you soon.

Thank you.

APPLICATION FOR THE POSITION AS SENIOR FINANCE MANAGER/AVP Finance



PERSONAL DETAILS

NAME : **SYAZA BT AHMAD**
ADDRESS : 10-03, Sentul Village Residence, 10 Jalan Sentul Perdana, Sentul, 51000 Kuala Lumpur
STATUS : Single
I/C NUMBER : 920514-07-5010
CONTACT : +6013-275 6760
E-MAIL : syaza_ahmad92@yahoo.com

OBJECTIVE

To take an opportunity as an Senior Finance Manager in private sector, that is both challenging and creative and makes a worthy contribution for organization excellence.

EDUCATION

- 2010-2011** **CERTIFIED ACCOUNTING TECHNICIAN (CAT – ACCA)-Advance Dip.**
Institut Profesional Baitulmal, Kuala Lumpur
- Pass
- 2008-2009** **SIJIL PELAJARAN MALAYSIA (SPM)**
SM Teknik Tunku Abdul Rahman Putra, Pulau Pinang
- **5A 1B 2C**

EXTRA-CURRICULAR INVOLVEMENT

- 2010-2011** **Institut Profesional Baitulmal, Kuala Lumpur**
- Committee of CAT Annual Dinner Club
 - Business Communication Fair Committee
- 2008-2009** **SM Teknik Tunku Abdul Rahman Putra, Pulau Pinang**
- Librarian
 - Hostel Committee
 - Club of Young Entrepreneurs
 - Cashier in Co-operative School
 - Attending entrepreneurship courses
 - Treasurer for 'Unit Beruniform Puteri Islam'

WORKING EXPERIENCE

Account Assistant cum Administration Assistant (Mar 2012-Mar 2013)

MOHD NOR & PARTNERS (KL) SDN BHD-Valuation Company

- Handle full set of account
- Assist day-to-day running accounts
- Prepare monthly report e.g profit and loss, bank reconciliation etc.
- To prepare cheque for payment e.g staff claims, salaries, overtime claim, EPF, SOCSO, Customs, rental and others.
- To keep petty cash and to use it judiciously.
- Perform any other ad-hoc accounting & administrative duties as required
- Make a promptly payment to a supplier
- To keep good and proper filing in administration and accounting section for easy referencing.
- To issue memo as instructed by Managing Director
- Gathering client information before sending the valuation report to the client.
- Managing debt collection from client to achieve the company target sales.

Manager - Finance (Mar 2013-Present)

SCICOM (MSC) BERHAD-Project based: Education Malaysia Global Services (EMGS)

- Prepare monthly Management Accounting report
- Responsible to process invoices, payments and collection.
- Prepare Payment Voucher transaction payment for refund, student medical and insurance coverage payment, payment to client, shares of processing fee payment and etc.
- Perform vendor statement reconciliation on monthly basis and highlight any discrepancies found in the invoices prior making payment.
- Liaise with bankers or vendors to resolve any discrepancies with bank statement, invoices, credit or debit note.
- To liaise with operation personnel on daily operations issues as to solve and highlight any inconsistency to the management.
- Involve in providing ideas, guideline, and all financial process workflow and User Acceptance Testing (UAT) for every enhancement on the finance module.
- Work closely with Project Management Operation (PMO) and MIS and highlight any enhancement or issue found in the improvement of the finance system.
- Maintain a proper filing system for all financial documents
- Assist in handling both internal and external audit matters
- Perform any ad hoc duties as required by Senior Vice President Finance and Operations.
- Segregate staff job duties and review staff performance and appraisal.
- Provide guidance, support and leadership to the subordinate on the task given and examine their work before submitting the task to the senior management.

COMPUTER SKILLS

- Certified UBS Accounting System (Beginner)
- Certified UBS Inventory and Billing System (Beginner)
- Microsoft Office Word (Intermediate)
- Microsoft Office Excel (Intermediate)

LANGUAGE SKILLS (Proficiency: 0=Poor - 5=Excellent)

LANGUAGE	SPOKEN	WRITTEN
Malay	5	5
English	4	4

SUPPLEMENTARY

Current Salary : RM 8,400
Expected Salary : RM 12,000 (negotiable)
Notice Period : 3 months

REFERENCE

1. Yap Yin Yin
Senior Vice President - Finance
Scicom (MSC) Berhad
Contact number: +6016 384 6812