

PERSONAL PARTICULARS

Name: JONG Min Kee
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OBJECTIVE

To lead and develop a team in a dynamic and diverse environment, to further enhance and diversify my experience, and to broaden my expertise beyond accountancy, financial planning, and analysis into other related fields.

PROFESSIONAL SUMMARY

A result-driven finance manager with 10+ years of experience in financial reporting, planning & analysis, and budgeting control. Good track records in implementing cost-saving initiatives and driving strategic decision making. Strong leadership skills with a focus on team development and collaboration.

EDUCATION

Member of Malaysian Institute of Accountants (“MIA”) 2009 – present

Member of Certified Practicing Accounting (“CPA”) Australia 2009 – present

Professional Courses Attended 2011 – present

- Neville-Clarke International “ISO 9001 Process Based Internal Auditing”
- MIA “Income Tax Relief on Capital Expenditures”
- PricewaterhouseCoopers Tax Workshop Series “Withholding Tax – Unravelling the Issues”
- MIA “Best Practices in the Presentation of Financial Statements & Annual Reports”
- Deloitte Tax Academy “Global Employer Services & Transfer Pricing Talk”
- MIA “Malaysian Private Entity Reporting Standards (PERS) – A Practical Approach”
- Deloitte “Malaysian Financial Reporting Standards (MFRS) Update”
- Rimba Learning Sdn Bhd “Power Query and Power Pivot in Excel”
- GEM Consultancy Sdn Bhd “Aligning Supervisors Effectiveness for Organizational Excellence”
- Leadership Resources (M) Sdn Bhd “The 7 Habits of Highly Effective People”

Monash University, Australia 2004 – 2005

- Bachelor of Business, Major in Accounting

EMPLOYMENT HISTORY

Longi Malaysia Sdn Bhd Feb 2020 – present

Finance Manager, Finance Department

- Responsible for periodic financial reporting, including profit and loss statements, balance sheets, and cash flow statements, to ensure compliance with accounting standards and regulatory requirements.
- Conduct tax risk assessment encompassing tax obligation, transfer pricing, tax exemption conditions, highlight high risk areas, and propose mitigation plans.
- Collaborate with cross-functional teams to manage the transition of AP and AR functions on-site to shared services centre located in China, including process mapping, system integration, and training.
- Lead the annual budgeting process, working closely with department heads to gather inputs, review budget proposals, and ensure alignment with corporate goals and adherence to cost targets.
- Conduct periodic variance analysis to compare actual results against budgeted figures, identify areas of concern, and implement preventive or corrective actions as necessary.
- Received outstanding employee recognitions:
 - o Individual “Professional Service Award” for International Manufacturing Centre (Year 2021);
 - o Individual “Professional Service Award” for Financial Management Centre (Year 2022); and
 - o Team “Business Support Award” for Financial Management Centre (Year 2022, Kuching Finance Budget Team).

EMPLOYMENT HISTORY (continued)

HGST Kuching Sdn Bhd

Nov 2016 – Jan 2020

Finance Manager, Finance Department

- Responsible for budgetary control and financial analysis, including product pricing and cost analysis.
- Support routine management planning and ad hoc strategic projects by providing recommendations substantiated by financial analysis with reliable market intel and key assumptions.
- Manage and lead the Finance team to achieve department KPIs to provide the best-in-class financial supports to the manufacturing operations.
- Key co-ordinator to support accounting system transition from SAP to Oracle Cloud.

Citadines Uplands Kuching (a member of Ascott Limited)

Jan 2016 – Oct 2016

Finance Manager, Finance Department

- Responsible for period-end closing and timely reports submission to Hotel Operator.
- Prepare and present monthly financial reports, including analysis of major variances to both Hotel Operator and Property Owner.
- Perform cash flow management to ensure adequate funds are available for distribution of profits to Property Owner and payment of fees to Hotel Operator.
- Develop budget in collaboration with department heads and monitor actual spending against budget to control expenses and maximise returns.
- Conduct training and on-the-job coaching to develop team members' strength.

HGST Kuching Sdn Bhd

Aug 2013 – Dec 2015

Senior Accountant, Finance Department

- Prepare, analyse, and review monthly production forecast.
- Compile and analyse weekly cost update and operation matrix.
- Monitor, analyse, and report departmental spending (Actual vs Budget).

SunEdison Kuching Sdn Bhd

Apr 2011 – Jun 2013

Accountant, Finance Department

- Responsible for period-end closing and complete the reporting requirements to the parent company.
- Maintain the general ledger, ensure compliance with local GAAP as well as US GAAP.
- Monitor capital expenditures and assets management in order to identify abnormalities and provide useful input to management for well-informed decision making.
- Coordinate quarterly stock count activities and perform inventory reconciliations.
- Prepare financial statement and tax computation for statutory audit and income tax submission.
- Prepare quarterly Bank Negara Malaysia International Investment Position (IIP) Report.
- Maintain close liaison with external auditors, tax agents, bankers, company secretaries and regulatory government bodies i.e. MIDA.
- Ensure Sarbanes-Oxley Act of 2002 (SOX) compliance in the plant.
- Elected as ISO 9001 internal auditor in the plant.

PricewaterhouseCoopers Malaysia

Senior Associate, Assurance Department

Jan 2006 – Mar 2011

- Draft and review companies' statutory financial statements to ensure compliance with the Financial Reporting Standards (FRS) or MASB accounting standards for private entities.
- Perform analytical review to identify unusual accounting trend.
- Conduct substantive testing for on and off financial statements items.
- Review and perform checking on consolidation working for group audits.
- Record documentation in accordance with ISA standards.
- Assess reliability, efficiency, and effectiveness of companies control environment.
- Involve in internal audit assignments to assist managements in assessing the effectiveness of their internal control and compliance to companies' standard procedures.
- Liaise with clients on issues noted or recommendations for improvement.
- Liaise with tax agents for the high risk areas noted during audit process, prepare tax computation and obtain tax clearances.
- Involve in IPO preparation.

EXTRACURRICULAR ACTIVITIES

40th Ship for Southeast Asian Youth Program Youth representative for Malaysia	2013
Malaysian Youth Parliament (Trail Run) Youth representative for Stampin Parliamentary	2012
Young Malaysians Movement (“YMM”), Sarawak Branch Sarawak Branch Vice President (2015-2017) Sarawak Branch Honorary Secretary (2013-2015)	2010 – 2017
Malaysian Red Crescent, Stampin Chapter Honorary Treasurer (2015-2017) <ul style="list-style-type: none">- Awarded Meritorious Services Medal (Youth Unit)- Obtained Certificate of Advanced First Aid Course Co-opted Committee Member (2018-2020)	1998 – 2020
Multiple Volleyball Associations Representative	1998 – present
Taiwan Buddhist Tzu Chi Foundation Malaysia Volunteer	2010 – present

PERSONAL

Native speaker of Mandarin, English as working language. Skilled in handling SAP and Oracle System. Frequent user of Microsoft Word, Excel, Queries, Outlook, PowerPoint Visio and Lotus Notes. Enjoy volleyball as well as social and community activities.

REFEREES

Ms. Jong Hui Mian

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