

## **ANIS NADIA AZMAN**



NUR ANIS NADIA BINTI MOHAMAD AZMAN  
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### **HIGHLIGHTS**

*Hardworking, determined, equipped with Accounting skills and interested in obtaining an experience-level position in a fast growing organization to strengthen Accounting knowledge in various areas.*

### **ACHIEVEMENTS**

MIA Member : CA 51488  
ACCA Affiliate (July 2017) , ACCA Registration No : 3264165.

### **PROFESSIONAL EXPERIENCES**

#### **UEM Sunrise Berhad**

*Assistant Manager, Retail and JV Reporting, Finance Department; August 2022 - PST*

#### **FINANCIAL REPORTING AND FORECASTING**

- Timely submission of monthly Management Accounts and other reporting to the Group Finance and is in compliance with accounting standards. Financial analysis being performed based on the results and to provide reliable forecasts;.
- Prepare draft audited financial statements, resolving any issues with auditors with regards to audit adjustments and ensuring financial statement are resolved within timeline;
- Ensuring that all issues with tax computation are resolved with tax agents and submitted within timeline;
- Timely submission of papers for DEVCO and BOD meetings and highlighting of issues and impactful analysis to DEVCO and BOD; and
- To compile all information from operations and prepare AOP and BP deck with detailed and impactful financial analysis for retail and JV Co.

#### **OPERATION**

- Coordinate UEMS group valuation exercise for year audit and ensure valuation report received on timely manner; and
- To attend any ad hoc matters relating to financial for JV/Retail.

**Ingress Auto Sdn Bhd (Premium Auto Dealership for BMW, MINI, Mitsubishi and Volvo)**

**Ingress Auto Care Sdn Bhd (Car Detailing and Enhancing Services)**

**Ingress Motors Sdn Bhd (Investment Holding Companies)**

*Finance Manager, Finance and Account Department; March 2019 - July 2022*

**FINANCIAL REPORTING**

- Completion, finalisation and submission of Monthly Management Account by 10th of every month;
- Finalisation and submission of Audited Account for group account consolidation, submission of annual tax assessment to LHDN;
- Assist in completion Annual Management Plan and Budget Preparation for BOD Approval; and
- Assist in preparation of Board Paper for Quarterly Management Meeting;

**OPERATION**

- Work together with the Sales Department to ensure the smoothness of EHM release process until get the HP Disbursement for each particular chassis. This will relate to the cash flow of the company;
- To ensure amount outstanding to BMW Lease not more than 3 days to reduce penalty cost; and
- Work together with the After Sales Department to ensure that the Company meets all monthly incentives and KPI set out by BMW Malaysia Sdn Bhd.

**Training, seminar or business networking attended:-**

- Participate in internal training for MFRS 16 : Leases and MFRS 116 : Property, Plant and Equipment
- Participate in MAC Connects, monthly quality talk conducted by MyPac Accountants Club (MAC)

**Maxman TV Sdn Bhd (Established Digital Marketing and Internet Content Provider)**

**Crewstone International Sdn Bhd (Consultancy)**

**Izi Media Sdn Bhd (Marketing and Advertising)**

*Finance Manager; February 2017 – March 2019*

- Prepare monthly report of Management Account and supervise company's account;
- Manage the company's payroll and staff claims;
- Cash management to ensure sufficient source of fund to finance monthly working capital and expenses;
- Work with Directors and manage the Purchasing and Procurement Procedure toward ISO 9001:2015;
- Finalization and submission of Audited Account for group account consolidation, submission of annual tax assessment; and
- Deal with Customs regarding the GST Desk Audit and arising issues.

**Training, seminar or business networking attended:-**

- Participate in National Sales & Services Tax (SST) Course;
- Participate in SST Workshop by Baker Tilly;
- Participate in 2018 Intercompany Financing Talk by Baker Tilly.
- MIDA MNCs & SMEs Supply Chain Conference, Development and Opportunities;
- NCCIM Economic Forum 2017;

**RAKI CS TAN & RAMANAN (Small Medium Sized Audit Firm)**

*Audit Assistant; Aug 2016 – Feb 2017*

- Work hand-in-hand with the Senior for Audit Planning;
- Do essential audit work done for each items in Financial Statement to ensure all figure is accurate, comply with the regulations and all payment and expenses is classified and recorded accurately;
- Do statutory audit to ensure that all business changes and update and documented properly;

**Training, seminar or business networking attended:-**

- In-house training (GST and audit work done to update knowledge and share opinion to increase the professional skepticism during the audit).

**MALAYSIA INDUSTRY-GOVERNMENT FOR HIGH TECHNOLOGY (MiGHT – Government GLC)**

*Account Executive; November 2014 – July 2015*

- Responsible for account payables, staff claims, travel expenses and petty cash for every departments;
- Monitor cash flow and prepare and present a cash flow report to the team every week;

<ul style="list-style-type: none"> <li>- Responsible for fixed deposit placement; and</li> <li>- Check and do due diligence for submitted travel request form before approve by the manager;</li> </ul>	
<b>ATAREK KAMIL IBRAHIM &amp; CO (Small Medium Sized Audit Firm)</b> <i>Internship; August 2013 – January 2014</i> <ul style="list-style-type: none"> <li>- 6 months internship in Account Services prepares full sets of account for several private limited companies in Malaysia;</li> <li>- Industries covered are security, petrol stations, consultation and architecture firms.</li> </ul>	
<b><u>EDUCATIONS</u></b>	
<b>Kaplan Financial Glasgow, United Kingdom</b> <b>KDU, Damansara Jaya, Malaysia</b> <i>ACCA Affiliate</i> <b>MARA TECHNOLOGY UNIVERSITY (UITM), Bandaraya Melaka Campus, Malaysia</b> <i>First Class Degree, Bachelor of Accountancy (Hons) CGPA : 3.52</i> <b>MARA TECHNOLOGY UNIVERSITY (UITM), Seri Iskandar Campus, Malaysia</b> <i>Diploma in Accountancy; Qualified CGPA : 3.76</i>	
<b><u>CORPORATE SOCIAL RESPONSIBILITIES</u></b>	
<ul style="list-style-type: none"> <li>- Active member of Persatuan Anak Anak Pahang di Ibu Kota (PEKAP).</li> <li>- Active member of MyPAC (Malaysia Professional Accountancy Centre) Accountants Club</li> <li>- Volunteer member of orphanage home in Selangor</li> </ul>	
<b><u>SKILLS AND PROFICIENCY</u></b>	
<ul style="list-style-type: none"> <li>- Fluent in English and Bahasa Melayu</li> <li>- Proficient in Microsoft Office, Google Drive Office Systems and various accounting systems</li> <li>- Leadership and teamwork</li> <li>- Adapt new environment and work under pressure</li> <li>- Proactive and meeting deadlines</li> <li>- Communication and relation</li> </ul>	
<b><u>REFERENCE</u></b>	
<b>EDDIE DZURRAIMIN BIN ZULKIPLI</b> ASEAN CPA, CPA (M), ACCA, CA(M) CHIEF FINANCIAL OFFICER AUTO DEALERSHIP DIVISION INGRESS CORPORATION BERHAD Lot 2778, 5th Floor, Jalan Damansara, Sungai Penchala, 60000 Kuala Lumpur. Email : <a href="mailto:eddie@ingresscorp.com">eddie@ingresscorp.com</a>	<b>NURSHAREYZAT BIN SAAIDIN</b> FCCA CHIEF FINANCIAL OFFICER INGRESS INDUSTRIAL (THAILAND) PUBLIC COMPANY LTD  No 9/141 UM Tower Floor 14th Unit A1 1, Ramkhamhaeng Road, Suanluang Bangkok 10250, Thailand Email : <a href="mailto:shareyzat@ingress.co.th">shareyzat@ingress.co.th</a>