

YUHASMIRA BINTI ABD MUTALIB

Bachelor in Accountancy (Hons)



CONTACT DETAIL

Permanent Address : B-20-5 Maxim Citylights, Jalan Sentul,
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Email : yuasmira1992@gmail.com
Availability : Prior to 2 months notice

PERSONAL DETAIL

Gender : Female
D.O.B : 23 June 1992
Age : 31
Health : Excellence
Marital Status : Single
Nationality : Malaysia

INTERESTS AND PERSONALITY

Interests : Travelling, Swimming, Badminton
Personality - Enthusiastic
- Strong leadership skills
- Good in time-management
- Able to work under pressure
- Great team player
- Independent and fast learner

SKILLS

1. Financial Analysis
2. Financial Reporting
3. Budgeting & Forecasting
4. Data Analysis

WORKING EXPERIENCES

Assistant Manager, Finance November 2016— Current
HeiTech Managed Services, HeiTech Padu Berhad

- Responsible to prepare quarterly and annually financial statements reports, budgeting, and forecast including responsible in revenue recognition, cost recognition accordance with accounting standard.

EDUCATIONAL BACKGROUND

**UNIVERSITY TEKNOLOGI MARA, KAMPUS
PUNCAK ALAM (2013-2016)**

Bachelor in Accounting (Hons)
CGPA: 3.31

**UNIVERSITY TEKNOLOGI MARA, KAMPUS
DUNGUN (2010-2013)**

Diploma in Accounting Information System

**SMK PADANG NEGARA,
TERENGGANU (2005-2009)**

Sijil Pelajaran Malaysia (SPM) : 4A
Penilaian Menengah Rendah (PMR) : 6A

SK SULTAN SULAIMAN 1 (1998-2004)

Ujian Penilaian Sekolah Rendah (UPSR) : 3A

STRENGTHS AND KEY ACHIEVEMENTS

1. Languages proficiency : Malay (native), English (fluent).
2. Proficient in Microsoft Office including Excel and PowerPoint.
3. Skillful in using SAP system and AutoCount
4. Able to apply accounting knowledge to deliver work.
5. Able to manage and plan task given.
6. Strong leadership skills, hardworking, determined, great team player, willing to learn new things and able to meet tight deadline.

SOFTWARE COMPETENCY

Advance Microsoft Powerpoint / Excel / Word / Publisher / SAP systems/ AutoCount

EXTRACURRICULAR EXCELLENCE

| YEAR | EXPERIENCES |
|------------------------|---|
| Nov 2016 — Nov 2021 | HMS , HeiTech Padu Berhad. (Account Executive) <ol style="list-style-type: none"> 1. Assist in preparations quarterly statements and year end closing by collecting data, analyzing and investigating variances, summarize data, information and trends. 2. Prepares quarterly financial dashboard slide for BOD presentation. 3. Prepare Revenue Analysis report generate from SAP system for each project. 4. Responds to financial inquiries by gathering, analyzing, summarizing, and interpreting data. 5. Prepare quarterly project accounting report to monitoring the progress of projects, investigating variances, approving expenses, and ensuring that project billings are issued to customers. 6. Assist in the coordination of annual audit and quarterly review activities of external auditors. 7. Prepare quarterly Benchmarking report for the company. 8. Prepares special reports by studying variances, preparing budgets, developing forecasts. 9. Accomplishes finance and organization mission by completing related results as needed. |
| Nov 2021 — Current | Public Sector Group, HeiTech Padu Berhad (Assistant Manager) <ol style="list-style-type: none"> 1. Lead in preparing monthly, quarterly & yearly basis into standard reporting :- Dashboard , Revenue Analysis, Expenses Analysis, Inter commission report, Internal Charging Report, Benchmarking report, Preparation on BOD Presentation slides and BOD Paper (Public Sector Customer)f or Man-agement of HeiTech Padu Berhad. 2. Members of Project Steering Committee (PSC) for Public Sector Customer, review projects updates and financial updates. 3. Monitoring the billings and payment received from Public Sector Customer (JPN, JIM and KKM) and GLC. 4. Responsible in managing the cash inflow and cash outflow for Public Sector Customers. Negotiat-ing directly with customer and supplier. 5. Lead in preparation of document related to e-Money for submission to Bank Negara Malaysia (BNM) as compliance in e-Money business under Smart Parking Project. 6. Project Accountant for concession project between Majlis Perbandaran Kulim Kedah for project Kulim Smart Parking (KSP) 7. Lead in yearly preparation of HeiTech Core 01 Budgeting Process in compilation of budget infor-mation from Business Directors, Account Directors and Leaders for Public Sector and GLC Cus-tomer.. 8. Accountable in the actual achievement for Key Performance Indicator (KPI) especially in the finan-cial data and liaise closely with HeiTech Core01 Corporate Planning. 9. Responsible in preparation of costing in tender submission. 10. Part of productization team for Smart Park Plus.(Smart Parking System related) |
| | Kelab Kakitangan HeiTech Padu Berhad (KKH) <ol style="list-style-type: none"> 1. Secretary of Club KKH (2020-2022) 2. Treasurer of Club KKH (2022-2024) |
| REFERENCES | |
| | En. Wan Muhammad Asyraf bin Wan Din Senior Manager of Financial Reporting HeiTech Padu Berhad |