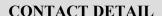
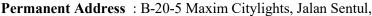
# YUHASMIRA BINTI ABD MUTALIB

## **Bachelor in Accountancy (Hons)**





51100 Sentul Kuala Lumpur

**Mobile** : (+60) 12-9561016

Email : yuhasmira1992@gmail.com Availability : Prior to 2 months notice

### PERSONAL DETAIL

#### INTERESTS AND PERSONALITY

Gender : Female : Travelling, Swimming, Badminton
D.O.B : 23 June 1992

D.O.B : 23 June 1992 Age : 31 Personality - Enthusiastic

Strong leadership skillsGood in time-managementAble to work under pressure

- Great team player

Independent and fast learner

### **SKILSS**

**Marital Status** 

**Nationality** 

Health

1. Financial Analysis 3. Budgeting & Forecasting

2. Financial Reporting 4. Data Analysis

: Excellence

: Single

: Malaysia

#### WORKING EXPERIENCES

## **Assistant Manager, Finance**

### 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)

November 2016—Current

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	<ol> <li>HMS, HeiTech Padu Berhad. (Account Executive)</li> <li>Assist in preparations quarterly statements and year end closing by collecting data, analyzing and investigating variances, summarize data, information and trends.</li> <li>Prepares quarterly financial dashboard slide for BOD presentation.</li> <li>Prepare Revenue Analysis report generate from SAP system for each project.</li> <li>Responds to financial inquiries by gathering, analyzing, summarizing, and interpreting data.</li> <li>Prepare quarterly project accounting report to monitoring the progress of projects, investigating variances, approving expenses, and ensuring that project billings are issued to customers.</li> <li>Assist in the coordination of annual audit and quarterly review activities of external auditors.</li> <li>Prepare quarterly Benchmarking report for the company.</li> <li>Prepares special reports by studying variances, preparing budgets, developing forecasts.</li> </ol>
Nov 2021 — Current	<ol> <li>Public Sector Group, HeiTech Padu Berhad (Assistant Manager)</li> <li>Lead in preparing monthly, quarterly &amp; 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) for Management of HeiTech Padu Berhad.</li> <li>Members of Project Steering Committee (PSC) for Public Sector Customer, review projects updates and financial updates.</li> <li>Monitoring the billings and payment received from Public Sector Customer (JPN, JIM and KKM) and GLC.</li> <li>Responsible in managing the cash inflow and cash outflow for Public Sector Customers. Negotiating directly with customer and supplier.</li> <li>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.</li> <li>Project Accountant for concession project between Majlis Perbandaran Kulim Kedah for project Kulim Smart Parking (KSP)</li> <li>Lead in yearly preparation of HeiTech Core 01 Budgeting Process in compilation of budget information from Business Directors, Account Directors and Leaders for Public Sector and GLC Customer.</li> <li>Accountable in the actual achievement for Key Performance Indicator (KPI) especially in the financial data and liaise closely with HeiTech CoreOl Corporate Planning.</li> <li>Responsible in preparation of Smart Park Plus. (Smart Parking System related)</li> </ol>
	Kelab Kakitangan HeiTech Padu Berhad (KKH)  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