

## Contact

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## Top Skills

Financial Management

Accounting

Finance

# Mira Hasmeira Karim

Assistant Manager, Finance at Qualitas Medical Group  
Petaling Jaya, Selangor, Malaysia

## Summary

Experienced as Assistant Manager Finance with a demonstrated history of working in the hospital & health care industry. Skilled in Fixed Assets, Gross Profit Analysis, Microsoft Dynamics GP, Microsoft Excel, and International Financial Reporting Standards (IFRS). Strong business development professional with a Bachelor's Degree in Finance focused in Business Administration and Management, General from Universiti Teknologi Mara (UiTM).

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## Experience

Qualitas Medical Group

8 years 6 months

Assistant Manager Finance

March 2022 - Present (1 year 11 months)

Malaysia

- 1) Support the Management Team in business strategy, business decisions, annual business plans
- 2) Responsible for leading the Finance team in Malaysia and managing the day-to-day operations
- 3) Monitor and manage cash flow
- 4) Accurate and timely submission of management financial reports including P&L and Balance Sheet
- 5) Accurate and timely reporting of AR and AP ageing
- 6) Financial reporting and analysis of figures to recommend areas of controls
- 7) Ensure compliance to the necessary accounting, statutory requirements
- 8) Overall management of year end accounts and management of auditors and tax submission

Senior Account Executive

June 2021 - March 2022 (10 months)

Petaling Jaya, Selangor, Malaysia

- 1) Handle Full set of accounts, Account Payable / Account Receivable, General Ledger and other account related matters, if required

- 2) Responsible for the preparation of full sets of account including trial balance, balance sheet, Statement of Profit & Loss, Financial Statement and Report.
- 3) Recording vendor invoices and processing payment
- 4) Prepare monthly sales report, recording customer receipt, send statement of account to customer
- 5) Manage fixed assets register, monthly depreciation
- 6) Prepare Gross Profit Analysis with the feedback from business unit department
- 7) Prepare monthly bank reconciliation and cash flow
- 8) Liaise with Auditors, Tax Agent, Legal, Bankers and government authorities when required
- 9) Assist in audit and tax preparation

#### Account Executive

August 2015 - June 2021 (5 years 11 months)

#### GD EXPRESS SDN BHD

1 year 11 months

#### Senior Account Officer

January 2014 - August 2015 (1 year 8 months)

Petaling Jaya, Selangor, Malaysia

- 1) To prepare daily bank balance (reconciliation)
- 2) To prepare Human Resource payment (KWSP, SOCSO, Insurance, new and resigned staff salary, etc.
- 3) Liaise with supplier to resolve the account related matter.
- 4) Prepare to make Fixed Deposit, Bank Guarantee, Letter of Credit, etc.
- 5) To process company branches petty cash claim weekly.
- 6) To prepare payment for admin, facility & medical supplier (all branches & HQ Supplier) monthly.
- 7) Liaise with Auditors, Tax Agent, Legal, Bankers and government authorities when required

#### Account Officer

October 2013 - January 2014 (4 months)

Malaysia

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## Education

Universiti Teknologi Mara (UiTM)

Bachelor's Degree in Finance, Business Administration and Management,  
General · (November 2011 - October 2013)

UiTM Franchise College

Diploma, Business Studies · (May 2008 - April 2011)

MRSM Kuala Terengganu

Sijil Pelajaran Malaysia (SPM), Sains Gunaan · (January 2006 - December 2007)

Kolej Sains Pendidikan Islam Negeri Terengganu (KOSPINT)

Penilaian Menengah Rendah (PMR) · (January 2003 - December 2005)