

CURRICULUM VITAE

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Gender : Male
Race : Malay
Religious : Muslim
Nationality : Malaysian



INTRODUCTION

Malaysian Institute of Accountants (MIA) member with 7 years of experience in the accounting and finance field. Highly motivated and hardworking person. Good team player and able to do multiple tasks on time. Very familiar with many accountings software and highly desirable to learn something new.

WORK EXPERIENCE

ELITESOFT ASIA SDN BHD

FINANCE EXECUTIVE

MARCH 2023 – PRESENT

- Handle full set of accounts and responsible for closing and preparation of monthly accounting reports including profit & loss/ balance sheet, tax computations and other financial reports.
- Prepare and submit Monthly Management Report (which consists of Summary of Activities, P&L, Balance Sheet, Cash Flow Statement, and Increase / Decrease in Other Net Current Assets Statement).
- Organize and record payments to suppliers.
- Prepare invoices and record all payments received.
- Ensure all transactions are recorded accurately and on a timely basis.
- Perform accounts transactions, checking, verification and follow up.
- Handle data entry for all account transaction including Account Receivable (AR), Account Payable (AP) & General Ledger (GL).
- Performing monthly bank reconciliation.
- Handle staff /subcon claims, petty cash, payment vouchers.
- Maintain and update filing, inventory, mailing, and database systems for account.
- Handle Intergroup transactions, reconciliation, and confirmation.
- Liaise with intergroup companies, banks, auditors, tax agent and company secretary.
- Perform everyday task using Autocount accounting software.
- Bookkeeping

PRADOTEC SALES & SERVICES SDN BHD

ACCOUNTING GOVERNANCE

OCTOBER 2017 – MARCH 2023

- Handle companies' full set account
- Performing monthly bank reconciliation and record all staff claim.
- Preparing Account Receivable and Account Payable report.
- Liaise with the bank regarding Bank Acceptance, Letter of Credit and Remittance Application.
- Issue invoice: Sales Tax Invoice, Service Tax Invoice, Proforma Invoice to customer and Issue Credit Note for rejected items.
- Make sure all order from customer completed and total goods delivered tally with Purchase Order.
- Perform everyday work using Exact Macola Accounting software. & Sage UBS accounting software.
- Provide information to auditor.
- Liaise with debtor and creditor.
- Provide information to Finance Manager, Chief Finance Officer & Chief Executive Officer.
- Control companies' stock- raw material and finished goods.
- Handle day to day fund transfer.
- Bookkeeping.

OPTIMA KLASIK SDN BHD

ACCOUNT EXECUTIVE

FEBRUARY 2017 – SEPTEMBER 2017

- Handle companies' full set account
- Performing monthly bank reconciliation and record all staff claim.
- Apply Goods and Service Tax
- Filling and submit GST calculation to Tax Access Payer.
- Issue invoice: Sales Tax Invoice, Service Tax Invoice, Proforma Invoice to customer.
- Perform everyday work using Exact Macola Accounting software.
- Provide information to auditor.
- Handle day to day fund transfer.
- Bookkeeping

SU-FANG & ASSOCIATES

ACCOUNT EXECUTIVE

APRIL 2016 – JANUARY 2017

- Handle multiple companies' full set account with different nature of business.
- Identify transaction that include in the account.
- Apply Goods and Service Tax
- Record all transaction include in the account.
- Filling and submit GST calculation to Tax Access Payer.
- Provide information to auditor.
- Perform everyday task using accounting software; SQL, Million and AutoCount Accounting Software.

- Dealing with client regarding their company's account.
- Bookkeeping.
- Give advice to client regarding GST matters.

EDUCATION INFORMATION

2015

Bachelors Degree in Accountancy

Universiti Teknologi MARA (UiTM)

Segamat Johor

Cumulative GPA of 2.79

Related coursework: Accounting, Taxation, Auditing, Finance and Business Management fields

2012

Diploma In Accountancy

Universiti Teknologi MARA (UiTM)

Segamat Johor

Cumulative GPA of 3.18

Related coursework: Accounting, Taxation, Auditing, Finance and Business Management fields

2008

Sijil Pelajaran Malaysia

SMK Tun Perak

Muar Johor

Grade: 3A 4B 2C

PROFESSIONAL BODIES

- Member of Malaysian Institute of Accountants (MIA) since 29 July 2022

HONOURS/AWARDS

- **2012** Dean Award

SOCIETIES/ACTIVITIES

2013

Committee member for Business Showcase Day

- Organised showcase

Internal Auditing Seminar

- Participated in seminar

2009

Attending for National Service Training (PLKN)

- Train for become leader.

2010-2012

Active in UiTM program

- Silver medal in volleyball in SUPRO 2010

Active in Faculty program

- Facilitator for diploma student

2008

Secretary of Mathematic Club

- Prepare monthly reports.

Head of Tennis Club

- Organised club

SKILLS AND STRENGTHS

- Good communication and writing skill in Malay and English.
- Familiar with Mr. Accounting, MYOB Accounting Software, Sage UBS Accounting Software, APlus Accounting Software, Million Accounting Software, AutoCount Accounting Software, SQL Accounting Software & Macola Accounting Software.
- Proficient in Microsoft Office (Excel, Word, and PowerPoint).
- Good team player and possesses ability to handle multiple tasks.

LANGUAGES PROFICIENCY

Languages	Spoken	Written	Understanding
Malay	Advanced	Advanced	Advanced
English	Advanced	Advanced	Advanced

PERSONAL QUALITIES

- Goal oriented, self-motivated and ready to take initiatives.

RESOURCES PERSONS

1. Chin Siaw Yan

Group Head of Finance & Accounting
Pradotec Sales & Services Sdn Bhd
Bukit Jalil City Signature Shop- Office,
N1-2, Pusat Perdagangan Bandar Bukit
Jalil, Persiaran Jalil 3,
57000 Kuala Lumpur
Email: sy.chin@pradotec-global.com
Tel: 012-2876002 / 03- 97666149

2. Prabir Mittra

Group Chief Finance Officer
Pradotec Sales & Services Sdn Bhd
Bukit Jalil City Signature Shop- Office,
N1-2, Pusat Perdagangan Bandar Bukit
Jalil, Persiaran Jalil 3,
57000 Kuala Lumpur
Email: prabir.m@pradotec-global.com
Tel: 016-7103569 / 03-97666149