

HAZWANI BINTI
MOHAMAD TAJALUDDIN
CA (M), ACCA

DETAILS

No. 12, Jalan Suasana 2/8B,
Bandar Tun Hussein Onn,
43200 Cheras, Selangor

019 - 325 8243

hazwanitajaluddin@yahoo.com

AGE

35 years old
(D.O.B. 30 January 1988)

CAREER

13 years of working
experience; 2 years in Audit,
9 years in Accounting /
Finance and another two 2
years in Corporate Planning
/ CEO's Office with few
months experience in
investment team.

SKILLS

Excellent planning and
problem solving skills

Communication skills;
building strong relationships
with people in order to
deliver the best results

Natural leader and
developer of people

Able to handle multiple
tasks efficiently

Always energetic and eager
to learn new skills

PROFESSIONAL PROFILE

I'm very passionate, ambitious and hardworking individual, with broad skills and experience in auditing, accounting, strategic planning and leading projects.

PROFESSIONAL EXPERIENCE

Manager, Financial Reporting

2019 – Present

KUMPULAN PERANGSANG SELANGOR BERHAD, Shah Alam

Maintaining the full set of accounts of the subsidiaries, including its group consolidation on monthly, quarterly and yearly basis.

- Ensure that the financial statements comply with the provision of Company Act, 1965 and applicable Financial Reporting Standard in Malaysia.
- Prepare monthly cash flows for Group and its subsidiaries.
- Liaising with external auditor and prepare the Company and the Group draft yearly accounts.
- Person-in-charge of Transfer Pricing Document ("TPD") of the Group by liaising with external consultant on the preparation of TPD and also prepare the TPD for SPVs and dormant companies internally.
- Prepare budget report for the Company and the Group.
- Prepare a quarterly financial results for Bursa Announcement.
- Prepare a quarterly impairment assessment.
- Assist in Bursa requirements with regards to compliance on Syariah requirement on financial and RRPT matters.

Corporate Planning Manager, CEO's Office

2017 – 2019

CRADLE FUND SDN BHD, Kuala Lumpur

High involvement in preparing the Strategic Plans for the Company. I'm also responsible in leading the strategic support within the Company and handling few projects.

- Draft and prepare the Annual Key Performance Indicators (KPIs) for the Company.
- Person-in-charge of Annual Strategic Plans of the Company.
- Project lead in setting up the Structured Coaching Programme and Value Added assistance for Cradle's recipients.
- Prepare a Conflict of Interest Management Policy for the Company.
- Responsible in analysing all departments' data which includes KPIs achievements and other relevant data for reporting purposes, particularly for the stakeholders.
- Successfully made Cradle as one of ACCA Approved Employer and collaborated with ACCA on bringing potentials angels for Angel Tax Incentive programme.

IT SKILLS

Microsoft Word, Microsoft PowerPoint, Microsoft Excel (Pivot, V-Lookup etc.)

UBS Accounting Software

LANGUAGE

English & Malay

NOTABLE EXPERIENCES

Emceeing & presenter in Cradle's Open Day

Panelist/Speaker in several ACCA events

"The Development of Digital Economy and the Growing needs of Professional Accountants"

"Whether ACCA is the right fit for me?"

"ACCA Member Sharing Session - ACCA Taylor's Tomorrow's Young Business Leaders April 2022"

Featuring in ACCA Social Media Platform
"The Journey to ACCA Membership"

A committee member of Cradle's Recreational Club 2018 (CROCS)

Treasurer of Kelab Sukan & Rekreasi Perangsang Selangor 2020/21 (KELAB)

- Responsible in managing the Bumiputera Agenda which focusing on helping Bumiputera entrepreneurs in the ecosystem.
- Part of the team on incorporation of Cradle's new subsidiary.
- Also the liaison communicating with the Ministry.
- Assigned to be part of the Investment Equity team (Dual portfolio) since October 2018.
- Project lead in Total Impact Study which aims to show the public on Cradle's Impact (in 15 years) into the ecosystem.

Finance Manager

2013 – 2017

CRADLE FUND SDN BHD, Kuala Lumpur

Team lead of Finance Department overseeing financial reporting, treasury management and account payable as well as liaison officer with Ministry of Finance.

- Responsible in preparing monthly accounting report and submission.
- Project Lead in the Moving of Office which covers the procurement, tendering process and all the respective ground works.
- Part of the Procurement team and assist in setting up the policy.
- Taking charge Admin department for two months while the Head of Admin was away for maternity leave.

Executive, Finance

2012 – 2013

LAZADA Malaysia, Kuala Lumpur

Responsible in handling the full set of accounts which also includes summarizing data, information, and trends.

- Responsible in setting up the Accounts Department.
- Handle the payroll and other relevant administrative tasks before the appointment of HR team.
- Handle the account receivables part and revenue recognition of the Company.
- Being rated of 4 out of 5 from the CFO during the first year of appraisal.

Audit Associate

2010 – 2012

KPMG Malaysia, Damansara

Assisting in reviewing, evaluating and making recommendations for the correction or improvement of internal, operational and management control systems in performing an audit field work.

- Assist in preparing the audited account for multiple listed companies.
- Handle full preparation of audited account for few SMEs.
- Being promoted to Audit Associate Year 2, AA2 on the stipulated timeline.

MEMBERSHIP OF ASSOCIATIONS

Member of the Association
of Chartered Certified
Accountants (ACCA)

Member of the Malaysian
Institute of Accountants
(MIA)

REFEREES

Juliana Jan
Chief Investment Officer
Cradle Fund Sdn Bhd
019 - 338 0393
JULIANA@CRADLE.COM.MY

Nurliana Kamarudin
Assistant Director, Finance
Kumpulan Perangsang
Selangor Berhd
012 - 363 8041
NURLIANA@KPS.com.my

EDUCATION

Association of Chartered Accountant, ACCA Sunway College / Self-study Qualified member since March 2017 until present.	2017
Bachelor of Accountancy Hons. UiTM Shah Alam CGPA : 3.39	2010
Diploma in Accounting UiTM Shah Alam CGPA : 3.45	2007
Sijil Pelajaran Malaysia, SPM MRSM Kuala Lipis, Pahang Result : 7A 3B	2005
Penilaian Menengah Rendah, PMR SMK Cheras Perdana, Selangor Result : 8A	2003
Ujian Pencapaian Sekolah Rendah, UPSR SK Bandar Tun Hussein Onn, Selangor Result : 5A	2000