



Kee Fei Fong

Manager, Financial Systems
Safeguards Secure Solution Sdn Bhd

(+60) 123738223 | kf_fong@hotmail.com | Selangor

Experience

19 years of total experience

Oct 2021 - Present
(2 year 3 months)

Manager, Financial Systems

Safeguards Secure Solution Sdn Bhd | Selangor, Malaysia

Industry	Security / Law Enforcement
Specialization	IT/Computer - Software
Role	Management
Position Level	Manager

- Responsible for the creation and implementation of business processes, workflow, technology solutions and technology frameworks within a business organization.
- Follow business-specific standards relevant to various business industries when creating business/functional/system requirements.
- Configure business rules and business/functional/system requirements for improvements or new additions to the current computer system.
- Responsible for computer system maintenance policies such as Version Control, Form Management, Baseline Management, Change Management, and Release Management.
- Responsible for maintenance and improvements/enhancements to the existing technology within a business organization.
- Develop and implement continuous improvement and service efficiency initiatives related to the Business, Finance, IT Help Desk organization & support procedures.

Achievement: -

- Assist to live Business Central W1 18.0 after 1 month of joining
- shorten FIN closing from 14 days to 10 days
- streamline FA recognition process from taking 1 days during closing to 1 - 2 hours
- On board a company to use Business Central for Sales, Purchase, & inventory
- Data virtualization & data warehouse to produce & provide reporting
- Synergize and business alignment of Service Module and Customer Portal

Jun 2020 - Sep 2021
(1 year 4 months)

IT Application Support Manager

TFP Retail Sdn Bhd | Selangor, Malaysia

Industry	Retail / Merchandise
Specialization	IT/Computer - Software
Role	Project Management
Position Level	Manager

- First level support to key and end user.
- Leading ERP and industry vertical solution implementation, milestone planning, risk management and etc.
- Serving as the key business contact representing IT in designing IT strategy/digitalization to improve business efficiency for both corporate users and

operation staff

- Identify suitable technology and translate them into viable IT Digital implementation to improve business outcomes.
- Reviewing and maintaining IT/Information Security policies

Project completed:-

- Rollout ERP (Business Central 14 (BC14) & LS Retail 14.02) for 30 stores with 350+ POSs
- Warehouse Distribution Centre Integration

Achievement: -

- Iron out issue to ensure new system adoption
- Address gap on system knowledge and system & operation alignment
- Knowledge transfer ensure continuity support

Feb 2018 - May 2020
(2 years 4 months)

Business Technology Manager

Blondal Sdn Bhd | Selangor, Malaysia

Industry	General & Wholesale Trading
Specialization	IT/Computer - Software
Role	Management
Position Level	Manager

- Responsible for the creation and implementation of business processes, workflow, technology solutions and technology frameworks within a business organization.
- Follow business-specific standards relevant to various business industries when creating business/functional/system requirements.
- Configure business rules and business/functional/system requirements for improvements or new additions to the current computer system.
- Responsible for computer system maintenance policies such as Version Control, Form Management, Baseline Management, Change Management, and Release Management.
- Responsible for maintenance and improvements/enhancements to the existing technology within a business organization.

Project Completed: -

- Automate Sales integration between AS400 & ERP (NAV2013 R2)
- Online sales submission and integrate into ERP
- Digitalize Service Engineer bag inventory
- Systemize Bank reconciliation
- Systemize Non-trade Purchase approval

Achievement: -

- shorten to time of closing from 2 weeks to 3 days
- streamline and automate branches process. Reduce documents transmit time, reduce manpower needed, reduce cost.
- modernize company way of processing data. User hardware upgrade, user basic computing skill training, introducing template to shorten process time and reduce error

Apr 2015 - Jan 2018
(2 years 10 months)

Senior System Analyst

Ethoz Capital Limited | Singapore, Singapore

Industry	Automobile / Automotive Ancillary / Vehicle
Specialization	IT/Computer - Software
Role	Functional Consultant/Business Analyst
Position Level	Senior Executive

Manage a team of application development to support company in-house NAV2013 application. Implement project and ensure application development work follow policies and standards. Requirement gathering, develop and deploy program on time, thoroughly tested and according to specification.

- Enhance Late Payment Interest Module
- Enhance Security Deposit Contract Management Module
- Enhance Contract Novation Module
- Sync enhancement NAV Customer and in-house

Mar 2013 - Mar 2015
(2 years 1 month)

NAV / CRM Application Support Executive

Research Instrument Sdn Bhd | Selangor, Malaysia

Industry	Retail / Merchandise
Specialization	IT/Computer - Software
Role	System Analyst
Position Level	Senior Executive

- Implementing project, designing, develop, coding testing, debugging, configuring and documenting program modifications and enhancements in NAV.
- Provide application migration, data migration and testing for regional implementation include perform SQL database administration and maintenance functions.
- Provide on-going support in local offices
- troubleshoot problems and formulate resolutions based on best practise and industry knowledge
- Collaborate with region head office internal IT team on the integration of operational and external systems with NAV. Develop, test and implement business report using NAV Reporting, Jet Reports and SQL Reporting Services.

Module	: GST
Duration	: Dec 2014 - March 2015
Software and Platform	: Microsoft Windows NAV 2009, and SQL 2008

Module	: Service Module
Duration	: July 2014 - Dec 2014
Software and Platform	: Microsoft Windows NAV 2009, and SQL 2008

Module	: AR in-house customization
Duration	: May 2013 - June 2013
Software and Platform	: Microsoft Windows NAV 2009, and SQL 2008

Module	: Warehouse Inventory
Duration	: May 2013 - July 2013
Software and Platform	: Microsoft Windows NAV 2009, and SQL 2008
Inventory house-keep & iron operation issue	

NAV Training & Courses

To perform classroom training and perform focus examination to measure user understanding. Delivering training material, and user improvement analysis.

Software: NAV 2009, JetReport, CRM 4.0

Sep 2009 - Feb 2013
(3 years 6 months)

Application Specialist

Rentokil Initial (M) Sdn Bhd

Industry	Pest Control
Specialization	IT/Computer - Software
Role	Others
Position Level	Junior Executive

Responsible for implementation and support of Microsoft Dynamics NAV in the Asia Pacific region.

- Participate in designing, coding, testing, debugging, configuring and documenting program modifications and enhancements in NAV.
- Provide application migration, data migration and testing for regional implementation.
- Perform SQL database administration and maintenance functions.
- Provide on-going support escalated from the local support in the region.
- Troubleshoot problems and formulate resolutions based on best practices and industry knowledge.
- Collaborate with internal IS/IT teams on the integration of operational and external systems with NAV.

In-house preparation for upgrade migration & Standardization for APAC

Software and Platform : Microsoft Windows NAV 2009, and SQL 2008

Duration : July 2010 - Apr 2013

Operation Standardization & deliver documentation for APAC region rollout.

CN AR interface

Software and Platform : Microsoft Windows NAV 5, and SQL 2008

Duration : Feb 2010 - Apr 2010

Interface file for AR between in-house system

IDN AR interface

Software and Platform : Microsoft Windows NAV 5, and SQL 2008

Duration : Nov 2009 - Dec 2009

Interface file for AR between in-house system

NAV Continuous Improvement Training & Courses

Software and Platform : Microsoft Windows NAV 5, and SQL 2008

Duration : Nov 2010 - Feb 2013

Preparing and manage weekly training on selected subject by user vote or scheduled title. To perform classroom training and online training, perform focus examination to measure user understanding. Delivering video, training material, training material portal and user improvement analysis.

Jan 2008 - Sep 2009
(1 year 9 months)

NAV Application Consultant

Plato Solution Sdn Bhd

Industry	Consulting (IT, Science, Engineering & Technical)
Specialization	IT/Computer - Software
Role	Functional Consultant/Business Analyst
Position Level	Senior Executive

Plato Solutions specializes in delivery of business solutions to meet the unique needs of the financial services industry, large corporate groups, SMEs and manufacturing companies in the region

Work Description:

RESPONSIBILITIES

- Meeting with clients to determine requirements
- Clarifying a client's system specifications, understanding their work practices and the nature of their business
- Troubleshooting problems.
- Developing and implementing agreed solutions
- Presenting solutions in written or oral reports
- Supporting and maintaining helpdesk issues
- Preparing documentation and presenting progress reports to customers
- Provide Training to customer

Client Field	: Agrochemical
Module	: Back-to-back AP AR & GL
Duration	: Jan 2008 April 2008
Role	: Application Consultant
Team size	: 3
Software & Platform	: Microsoft Windows Server 2003, and ROSS ERP

Design custom Back-to-back Receivable and Payable, and data gathering.

Client Field	: Environmental
Module	: AP, AR, GL
Duration	: April 2008 June 2008
Role	: Application Consultant
Team size	: 3
Software & Platform	: Microsoft Windows Server 2003, & Dynamic NAV 5.0

Projects to implement Receivable, Payable, Financial and inventory module with legacy data migrated from MYOB.

Client Field	: Construction & Development
Module	: AP, AR, GL, FA
Duration	: July 2008 On Going
Role	: Application Consultant
Team size	: 6
Software & Platform	: Microsoft Windows Server 2003, & Dynamic NAV 5.0 SP1

Project objective were to integrate with In-house procurement system and migration of legacy data from IFCA. Tasks involve in interface integration with procurement

system, design a custom cheque management system and assist in mapping of new code for customer, vendor, fixed assets and G/L.

Sep 2005 - Dec 2007
(2 years 4 months)

ROSS Technical Consultant

Plato Solution Sdn Bhd

Industry	Consulting (IT, Science, Engineering & Technical)
Specialization	IT/Computer - Software
Role	Software Engineer/Programmer
Position Level	Junior Executive

Work Description:

RESPONSIBILITIES

- Troubleshooting problems
- Developing and implementing agreed solutions
- Supporting and maintaining helpdesk issues
- Preparing Technical Specification documentation

PROJECT COMPLETED WITH PLATO:-

Client field	: Telecommunication
Module	: AR
Duration	: December 2005 to February 2006
Role	: Technical Consultant
Team size	: 2
Software & Platform	: Oracle Database, Windows Server 2003, & ROSS ERP

This project is mainly involved in the implementation of Accounts Receivable module and data transferring to the new server. My tasks were to upload the data and provide helpdesk maintenance in order to ensure proper data validation.

Client Field	: Plastic molding
Module	: AP, AR, GL
Duration	: January 2006 April 2006
Role	: Technical Consultant
Team size	: 2
Software & Platform	: Oracle Database, Windows Server 2003, and ROSS ERP

This project involved the installation of the ERP system into the new server. My tasks were to customize report and support helpdesk issues. In addition, we liaised with the management of Client HQ in Japan for system customization.

Client Field	: Expressway
Module	: GL
Duration	: May 2006 February 2007
Role	: Technical Consultant
Team size	: 4
Software & Platform	: Oracle Database, Windows Server 2003, and ROSS ERP

The project involved major customization to cater Client unique business operation and environment. In this project, I was able to integrate the knowledge of computing and financial accounting, where my teammates and I provided specialized and effective consulting to the client.

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Client Field : Plastic Molding (2nd Phase)
Module : AP, AR, GL
Duration : May 2007 August 2007
Role : Technical Consultant
Team size : 3
Software & Platform : Oracle Database, Windows Server 2003, and ROSS ERP

This project was the 2nd phase of system implementation for South East Asia Polyplastic, where we provided system supports to the client. Moreover, our team also liaised with the client management in Japan and Singapore for further system customization.

Client Field : Expressway (2nd Phase)
Module : AP, AR, Custom Staff Claim
Duration : June 2007 November 2007
Role : Technical Consultant
Team size : 4
Software & Platform : Oracle Database, Windows Server 2003, and ROSS ERP

This projects objectives were to ensure the integrity, consistency of Accounts Payable and Account Receivable with General Ledger Module. This also includes integration by authenticating and receiving data interface from different system.

Education

2015 **University Tunku Abdul Rahman (UTAR)**
Master's Degree in Business Studies/Administration/Management | Malaysia

Major Business Administration
CGPA 3.077 / 4.0

2005 **University of Portsmouth**
Bachelor's Degree in Computer Science/Information Technology | United Kingdom

Skills

Advanced	Microsoft Dynamics Navision, Gembase ROSS ERP, ERP, Jet Report, Project Management, Digital Transformation, Data Integration, Microsoft Dynamics 365, C/AL Coding (NAV programming language)
Intermediate	Accounting

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
Bahasa Malaysia	9	8

English	9	8
Mandarin	9	7

Additional Info

Preferred Work Location Anywhere in Malaysia, Anywhere in Singapore, Other work locations

Other Information

“Concept Guy” with expertise improving business processes and breaking things down to simplify and resolve. Contribute project management, hand-on technical acumen, and business analysis skill to define business objectives and project scope. Closing gap, realizing idea is a great motivator.

About Me

Gender	Male
Age	40 years
Telephone Number	(+65) 9-4261254
Address	Selangor, Malaysia
Nationality	Malaysia
Permanent Resident	Singapore