PERSONAL DATA

NAME:	Suzanne Teresa Narayanan
ADDRESS:	Kuala Lumpur
AGE:	49
SEX:	Female
MARITAL STATUS:	Single
Contact:	(H/P) 012 – 391 8188 (E-Mail) <u>sn_teresa@yahoo.com</u>

EDUCATION AND QUALIFICATIONS

January 2003	Certified Financial Planner (FPAM)
March 2002	Member of Federation of Malaysian Unit Trust Managers (FUTM)
December 1997	Member of Malaysian Institute of Accountants
May 1997	Certified Practising Accountant (Australian Society of Certified Practising Accountants)

COMPUTER SKILLS AND OTHERS

- Ms Window, Excel, Word, PowerPoint, MS Outlook
- JD Edwards ERP software (financial and distribution)
- Cognos Accounting Software
- ACCPAC Accounting Software
- SAP Accounting ERP Software
- BaaN Accounting ERP Software
- BookMaster Accounting Software
- Tally ERP 9 Accounting Software

LANGUAGE SKILLS

- Language Spoken : English / Bahasa Malaysia
- Language Written : English / Bahasa Malaysia

EMPLOYMENT BACKGROUND

Jan 2005 - current	INTEGRA GROUP OF COMPANIES
Nature of Business:	Management, Trading & Services in Telecommunication Industry, Mobile Payments Industry, F & B Industry
Position Held:	Chief Financial Officer
Reports To:	Directors & Shareholders

Number of Subordinates: 30

- Oversee the Group of Companies' Financial and Operational activities overseas and locally.
- Accountable for budgets related to accounting functions including preparation of annual budgets and monthly reporting.
- Manage all accounting systems, ensuring effective and efficient processes, proper data capture and output, and availability.
- Manage day-to-day accounting resources in direct support of operating units in the same locations.
- Implement and maintain internal controls processes for overseas and local operations.
- Partner Business Development in acquisition and alliance activities in Malaysia.
- Developed and prescribed technically sound accounting and reporting policies and practices of the Group.

- Leading and managing accounting and certain operations overseas and local setup, including financial & accounting, working capital management, tax, operations and financial process improvements of the respective operations.
- Design & executed the development of Mobile Software tracking for the Mobile Money unit for ease of monitoring & tracking daily KPIs & performance
- Provide support and work with Directors in developing new business initiatives in Malaysia and overseas.

Jan 2004 – Dec 2005 PKF SKELCHY

Nature of Business: Public Accounting Firm

- Position Held: Audit Manager
- Reports To: Partners

Job Summary :

- Statutory audits of companies in all industries which are small to large companies.
- Special exercises listing exercise on MESDAQ, investigative audit.

March 2003 – Sept 2003 MALAYAN LAW JOURNAL SDN BHD

- Nature of Business: Legal publisher
- Position Held: Finance Manager, Asia
- Reports To: Finance Director

Number of Subordinates: 10

- With business managers in Asia and Finance Director, Asia, develop and implement financial and accounting standards, practices and processes.
- Accountable for budgets related to accounting functions including preparation of annual budgets and monthly reporting.
- Manage all accounting systems, ensuring effective and efficient processes, proper data capture and output, and availability.

- Manage day-to-day accounting resources in Asia in direct support of operating units in the same locations.
- o Implements and maintains internal controls processes for Asia operations.
- Partners Business Development in acquisition and alliance activities in Malaysia.
- In concert with the Finance Director, Asia developed and prescribed technically sound accounting and reporting policies and practices of the Group.
- Leading and managing accounting and payables functions and staff within Asia, including financial & accounting, working capital management, tax and financial process improvements of Asia operations.
- Provide support and work with line managers in developing new business initiatives in Malaysia.

Achievements :

- Implementation of the new chart of accounts of the accounting software for the whole of Asia to be consistent with Asia Pacific's reporting structure.
- Subsequently, upgrading the accounting system (in several phases) in view to be "first class" efficient and effective system in accordance to overall objective.

Reason for Leaving :	Job dissatisfaction	
May 2002 – Feb 2003	FLEXTRONICS TECHNOLOGY (SHAH ALAM) SDN BHD	
Nature of Business:	Electronics Manufacturing Services (EMS) industry	
Position Held:	Section Head - Costing Manager	
Reports To:	Financial Controller	

Number of Subordinates: 3

- Overall in-charge of the Costing Section of the Company.
- Reviewing and approval of the cost roll-up of products and selling price, rework and business return models.
- Performing reconciliation and analysis of manufacturing and price variance reports to Sweden.
- Performing quarterly Selling Price and Bills of Material Cost update and revaluation.

- Review the stock ageing and ensure the Company is meeting the objectives and terms of agreement. Any deviations to be explained and claimed accordingly.
- Performing ad-hoc stock count and reconciliation.
- Ensuring safeguarding of inventory and adequate controls are in place to reflect accurate operational/manufacturing costs.
- Continuous improvement with regards to the manufacturing process to derive efficiency and productivity.
- Member of the Six Sigma team assisting in verifying and ascertaining quality and costs efficiency.
- Assisting in general accounting issues and liaison with the statutory authorities.
- Weekly and monthly reporting to Head Office and Corporate.
- Ad-hoc reporting for Financial Controller, Vice-President and Sweden.

Reason for Leaving : Opportunity to return to overall finance arena

Oct 1999 – Dec 2001	RMC CONCRETE (MALAYSIA) SDN BHD
Nature of Business:	Manufacturing and trading of ready-mix concrete and related products
Position Held:	Senior Finance & Accounting Manager
Reports To:	Financial Controller
Number of Subordinates:	14

- Similar to those listed under Danamodal with the exception of back office functions.
- Additional reporting to the Head Office, UK.
- Monitoring cash flow position and making short-term placements on excess funds.
- Member of the M & A integration team in harmonising the Accounting & Administration Department.
- Involved in strategic review processes of cost cutting and
- Profit improvement, making appropriate recommendations to management.
- Review tax computations, liase with tax agents and making strategic recommendations for effective tax planning.
- Oversee the Finance & Administration Department of 12 persons.

 Making appropriate recommendations for improvements and training users to the JD Edwards ERP accounting software.

Reason for Leaving :	Made redundant
Dec 1998 – Sept 1999	DANAMODAL NASIONAL BERHAD
Nature of Business:	Special purpose vehicle to recapitalise and restructure the financial institutions
Position Held:	Finance Manager
Reports To:	Financial Controller

Number of Subordinates: 1

Job Summary :

- The management of accounts, preparation of monthly and annual financial reports to the management and stakeholders
- Liaison with the external auditors and tax consultants on compliance issues pertaining to the Company
- Monitoring of the treasury back office function
- Reporting to the Chief Financial Controller on matters pertaining to the daily operations and functions of the Company
- Develop, implement, ascertain and monitor adherence to the accounting policies and guidelines are upheld
- Ensure that the respective statutory reporting/submission are adhered to on a timely basis
- o Involve in the implementation and monitoring of the accounting software
- Assists in the preparation of budget and its monitoring
- Preparation of reports/analysis on ad-hoc basis
- Ensure effective and timely communication between departments relating to the finance department compliments the operational, financial and decision making activities of the Company.

Reason for Leaving : The company was down-sizing.

1994 - 1998	KPMG PEAT MARWICK/DESA MEGAT. & CO
Nature of Business:	Public Accounting Firm
Position Held:	Senior Supervisor
Reports To:	Departmental Managers and Partners

Job Summary :

• Statutory audits

- PERWAJA Group (manufacturing and trading in steel and related products)
- Komarkcorp Berhad Group (manufacturing and trading of self adhesive labels, stickers, etc. and trading of labelling machines)
- South Peninsular Industries Bhd Group (manufacturing and trading in plastic products, perforated metal products, management services, provision of galvanising services and property investments, trading and development)
- Jebsen & Jessen Group (trading of chemicals, pharmaceutical products, and trading of audio products, cameras)
- Special exercises
 - PERWAJA Group (reconstruction and review of trade creditors system and reconciliation, operational systems review)
 - Komarkcorp Group (preparation of accountant's report, due diligence review, review of profit and cash flows forecast and projections)
 - secondment to KPMG Peat Marwick Cambodia in Phnom Penh for a period of 3 months (January 1997 to March 1997). My duties were to supervise the audits of several clients, mainly in the banking industry (among them Banque Indosuez, Agriculture and Commercial Bank of Cambodia, Emperor International Bank), trading companies (among which are Casotim ~ timber industry, Cambodia Samart Communications ~ tele-communications service, and to train the local staff.

• Specific aspects of my work include:

- Supervising a team averaging from 4-6 staff on various assignments
- Strategic planning of audits
- *Planning and supervision* of due diligence reviews, *review* of profit and cash flow forecasts, *preparation* of accountant's reports and other special exercises
- *Review* of internal controls and making *recommendations* for improvement for inclusion in management letters
- Liaison with client staff and management
- Preparing training material for in-house courses

Reason for Leaving : Career advancement