

Nik Kamaruzaman Bin

Nik Mustapha

C.A (M), CGMA, ACMA

**Chartered Institute of Management
Accountants, United Kingdom**

B. Acc (Hons.), University Malaya



Professional Experience Summary

- Oil and Gas, Renewables Energy, Telecommunications, Real Estate, Healthcare, Retail, Hospitality, Information Technology industries and Aviation.
- Treasury management, Cost control, Billing and credit control, Legal compliance, Taxes, Financial statement preparation, Internal controls for safeguarding assets, Inventory management and control, Payroll systems, Budgeting, Communication with management, Capital management, Fraud prevention & Variance Analysis
- Rationalization of Retail Division
- Group Corporate Governance
- Integrity and anti-bribery initiative
- Restructuring Medical Centre
- Staff unity and harmonization
- Securing government and corporate projects
- Securing bank facilities
- Board papers and presentations
- Group vision, mission, and milestones
- Group historical financial review
- Group corporate structure
- Group business development and diversification

Career highlights

- May 2023 – Present – Chief Financial Officer, Gulf Subsea Sdn Bhd.
- December 2020 - December 2022 – Financial Controller & Corporate Services, MUIP Holdings Sdn Bhd
- Mar 2018 - Dec 2020 (2 years 10 months) – Freelance Accountant, Preen Resources
- May 2014 - Feb 2018 (3 years 10 months) – Chief Financial Officer, SCAN Associates Berhad
- Dec 2012 - Apr 2014 (1 year 5 months) – Group Finance Manager, Sapura Resources Berhad (Aviation Division)
- Dec 2007 - Nov 2012 (5 years) – Assistant General Manager, Financial Management, Telekom Sales & Services
- Oct 2005 - Dec 2007 (2 years 3 months) – Manager, Finance, Azmi & Co Building Services Sdn Bhd
- Jan 2004 – Oct 2005 (1 year 10 months) – Finance and Project Manager, WANA Properties Sdn Bhd
- Mar 2002 – Dec 2003 (1 year 10 months) – Audit Assistant, Choo & Co, Chartered Accountants

Qualifications / Professional Memberships

- B. Acc. (Hons), University Malaya
- Chartered Accountant, Malaysian Institute of Accountants
- Chartered Global Management Accountant and Associate Cost and Management Accountant, Chartered Institute of Management Accountants

Relevant strengths

- An eagle eye for detail
- Commercial acumen and a strong client focus
- Out-of-the-box thinking
- Trustworthiness
- Teamwork and collaboration
- Working under pressure and time constraint

Software Experience

- SAP
- Oracle Accounting
- UBS
- MYOB
- IFCA
- AccTrak
- BizTrak
- Microsoft Office

Languages

- Bahasa Malaysia
- English

Contact & Personal Details

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- 163, Jalan Permata 3, Taman Permata, 53300 Kuala Lumpur
- 48 years old
- Married

Current Job Scope

May 2023 – Present

Gulf Subsea Sdn Bhd

Chief Financial Officer

1. Financial Strategy:

- Develop and execute financial strategies aligned with the overall business objectives of the company.
- Provide financial leadership and advice to the executive team and board of directors.
- Analyze financial trends and market conditions to identify opportunities and risks.

2. Budgeting and Forecasting:

- Oversee the budgeting process and ensure financial plans are in line with the company's strategic goals.
- Provide accurate and timely financial forecasts to guide decision-making.

3. Financial Reporting:

- Ensure accurate and transparent financial reporting in compliance with regulatory requirements and accounting standards.
- Communicate financial results to stakeholders, including investors, analysts, and the board.

4. Risk Management:

- Identify, assess, and manage financial risks associated with the volatile nature of the oil and gas industry, such as commodity price fluctuations and geopolitical risks.
- Implement risk mitigation strategies to safeguard the company's financial health.

5. Capital Management:

- Optimize the company's capital structure to support growth and maximize shareholder value.
- Evaluate and execute financing options, including debt and equity issuance.

6. Mergers and Acquisitions (M&A):

- Lead financial due diligence for potential mergers, acquisitions, or divestitures.
- Structure and negotiate financial aspects of deals to align with the company's strategic objectives.

7. Compliance and Regulatory Affairs:

- Ensure compliance with relevant financial regulations, accounting standards, and tax laws.
- Stay informed about changes in regulations that may impact the financial operations of the company.

8. Treasury Management:

- Manage cash flow, liquidity, and working capital to support day-to-day operations.
- Optimize investment strategies for surplus cash.

9. Investor Relations:

- Build and maintain positive relationships with investors and financial analysts.
- Communicate the company's financial performance, strategy, and outlook to the investment community.

10. Environmental, Social, and Governance (ESG) Considerations:

- Integrate ESG considerations into financial decision-making and reporting to meet sustainability goals.

Previous Work History

Dec 2020 – Dec 2022
(2 years)

MUIP Holdings Sdn Bhd

Financial Controller & Corporate Services

1) Finance

- Lead and manage Finance Team of MUIP Holdings Sdn. Bhd. and its subsidiaries ("the Group").
- Responsible for overall financial reporting, treasury management (covering cash management and funds raising activities), tax related matters and accounting system for the Group.
- Responsible for timely submission financial statements of the Group to relevant stakeholders.
- Ensure accuracy and compliance to relevant regulatory requirements and accounting standards.
- Advise the Management on the financial implications of business/project initiatives through systematic project appraisal.
- Responsible for financial planning for the Group – budget, forecast and business plan.
- Responsible for tax planning and financial risk management (covering IT) for the Group.
- Liaison with external auditors, tax agents, bankers, company secretary, other statutory bodies / authorities and relevant stakeholders.
- Assist the CEO in presenting reports to the Board of Directors and any other relevant stakeholders.
- Any other task(s) as may be required from time to time.

2) Human Resource

- Responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the Group, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation. Provide strategic leadership by articulating HR needs and plans to the executive management team, shareholders and the board of directors.

3) Information Technology

- In charge of a Group's information technology and computer systems including assessing current processes, recommending software upgrades, and directing the executive team on the best processes. Oversees the organisation's technology-related strategies and initiatives, plans for the Group's technology needs and addresses any tech-related problems, analyses information and communicates with the Chief Executive Officer ("CEO") to make sure everyone stays on the same page. Help the Group move forward with advances in technology and methods of processing and managing information. Needs to serve as a leader and innovator for the Group's information technology department.

4) Administration

- Responsible to assist CEO in managing the day-to-day operations of a Group and overseeing the administrative operations within the organization. Work with top-level executives to devise strategies and policies to meet the Group's objectives and goals, and reports on the performance of the various departments directly to the CEO.

5) Legal

- Advising on general business law and managing the business legal issues of all areas of the Group, including but not limited to corporate matters, procurement, safety, security, insurance and sustainability issues. Need to secure compliance of business operations with relevant laws and regulations.

Mar 2018 - Dec 2020
(2 years 10 months)

Preen Resources

Freelance Accountant

- Finance professional with board-level experience of financial management and control within large corporations and with small to medium enterprises.
- Successful track record within start-up organisations and the creation and implementation of financial management and accounting systems.
- Proficient in the use of Microsoft Office, SAP, UBS, MYOB, Oracle, AccTrack & SQL accounting systems.
- SERVICE DESCRIPTION
- Provision of complete financial management function including budgeting and forecasting, preparing financial statements, coordinating financing and fundraising, monitoring expenditure and liquidity, monitoring investments, taxation compliance, and providing timely, accurate financial reports.
- Formulating and implementing corporate financial strategy.
- Advising and reporting on financial performance, implementing systems to improve financial control and business performance.
- Dealing with tax, treasury and audit requirements and compliance with legal and fiscal requirements. Limited company formation and setting up of banking facilities.

May 2014 - Feb 2018
(3 years 10 months)

SCAN Associates Berhad

Chief Financial Officer

- Ensure the timely completion of monthly, quarterly and annually Financial Statement for the Group and other companies associated with the Group.
- Produce monthly financial reports and quarterly closings for submission to the Board of Directors and Regulators.
- Prepare quarterly financial and administration performance/progress reports for Board of Director meeting.
- Monitor, oversee and review the preparation and maintenance of financial records including those related to general ledger accounts; accounts payable, accounts receivable, job costing, inventories, budgets and fixed assets for the Group and its subsidiaries and other companies associated with the Group.
- Monitor and review project financial performance on monthly, quarterly and annually basis.
- Oversees cash management, investment and debt management activities including treasury for the Group and its subsidiaries and other companies associated with the Group.
- Analyses, interpret and review the financial performance and assist the management with business strategy.
- Prepare, maintain and review expenditure and budgetary control accounts, financial forecast and projections.
- provide strategic recommendations based on financial analysis and projections, cost identification and allocation and revenue/expense analysis.
- Participate in the ongoing strategic planning process as an integral member of the senior management team but focusing on financial related matters.
- Oversee the finance department to ensure proper maintenance of all accounting systems and functions.
- Develop, review and implement policies and procedures for finance, procurement and administration for the Group and its subsidiaries and other companies associated with the Groups.
- Develop plans and implement goal and objective for the finance, procurement and administration department for the Group and its subsidiaries and other companies associated with the Group.

Dec 2012 - Apr 2014
(1 year 5 months)

Sapura Resources Berhad

Group Finance Manager, Aviation Business

- Handle full set of accounts
- Staffs supervision and improvements.
- Set up and maintain policy, procedure, and internal control.
- Preparation of Monthly Financial Report, complete with detail analysis/analytics as per timeline by SRB.
- Monitor monthly actual financial performance of Profit and Loss and Cash Flow vs budget and highlighting variances
- Supervise the following functions for monthly reporting of Management Accounts for the Company:
 - Issuance & input of Invoices, Debit/Credit Notes
 - Input of payment vouchers/advice & petty cash vouchers
 - Fixed assets register & depreciation
 - Creditors' aging and payment
 - Debtors' aging and collection
 - Bank/cash book reconciliation
 - Monthly journal entries for accruals, provisions, etc
- Ensure compliance to rules and regulations (e.g. Companies Act, MFRS). 7 To liaise with customers, suppliers, auditors & bankers
- Supervise the following treasury functions:
 - Day-to-day finance and banking operations (cheque preparation, petty cash, payment vouchers &
 - payment requisitions & daily bank balance
 - Process all staff claims
 - Handle audit and tax matters and issues
 - To perform any other additional related duties assigned by superior.

Dec 2007 - Nov 2012
(5 years)

Telekom Sales & Services (TM Berhad)

Assistant General Manager, Financial Management

- Handle full set of accounts
- Review monthly management report
- Perform monthly variance analysis
- Preparation of monthly report slides for management reporting
- Review monthly financial reporting to TM
- Review monthly Console Pack prior submission to TM
- Review quarterly submission & reporting
- Supervise monthly, quarterly & year end closing activities
- Monitor & supervise GL's accuracy
- Liaise with internal & external auditor
- Preparation of audit lead for hard close & year end audit
- Review corporate tax computation
- Submission & reporting to IRB
- Calculation of business zakat & payment to PPZ
- Fund Optimization management
- Preparation of business plan, monitor & management
- Preparation of board paper & feasibility study
- Fixed asset management
- Petty cash management
- CAPEX management & monitoring
- OPEX monitoring & management
- Policy & procedure
- Staff improvement & management

Oct 2005 - Dec 2007
(2 years 3 months)

Azmi & Co Building Services Sdn Bhd

Manager, Finance

- Handle full set of accounts
- Prepare and update audit schedule
- Analyze monthly management report
- Analyze variance analysis
- Compile, consolidate & review budget Calculation of corporate tax
- Checking & review bank reconciliation
- Source out for hire purchase and bank facilities Correspond of Corporate Affair – Bank & SC Fund and working capital management
- Fixed asset acquisition and disposal Prepare feasibility study
- Domestic Inquiry panel & committee Streamline policy & procedure and SOP

Jan 2004 - Oct 2005
(1 year 10 months)

Wana Properties Sdn Bhd

Finance & Project Manager

- Handle full set of accounts
- Analyze monthly management report
- Analyze variance analysis
- Compile, consolidate & review budget Calculation of corporate tax
- Checking & review bank reconciliation
- Source out for hire purchase and bank facilities Correspond of Corporate Affair – Bank & SC Fund and working capital management
- Fixed asset acquisition and disposal Prepare feasibility study
- Domestic Inquiry panel & committee Streamline policy & procedure and SOP
- Lead and manage project management and development.
- Liaise with contractors and suppliers

Mar 2002 - Dec 2003
(1 year 10 months)

Choo & Co, Chartered Accountants

Audit Assistant

- Develop an understanding of the audit client's business.
- Interact with the clients in order to collect all the necessary data/information.
- set-up and maintain audit files, prepare leads, etc.
- Support the planning, execution and delivery of assurance engagements.

Training

- Budgeting and Planning
- Consolidation Financial Statements
- Annual Tax Review
- Impact of Goods and Services Tax (GST) on Business
- Tax And Business Seminar
- GST and Accounting Implementation Guide
- FRS Update and IFRS Convergence Seminar
- Shaping Sustainable Growth
- Malaysian Corporate Tax - Navigating Through a Co's Life Cycle
- Handling Workplace Investigation For Misconduct