

HAFIZ BIN HASSAN

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Overview

A dedicated and hardworking person that is used to a fast-paced working environment. Also, a responsible with hands-on capabilities of getting the job done within the time given. Committed to strive for excellence and exceed expectations in performing task. A candidate that is looking for a new and fresh opportunity to fully utilize strengths and gain new experiences that could help achieve better practical excellence, improving communication skills and better ethical work habits.

Experience

Penta Ocean Construction Co. Ltd

Finance Manager | January 2022 – Current

Assistant Finance Manager | January 2020 – December 2021

- Manage day to day accounting functions.
- Manage accurate and timely processing payments of invoices (±\$15M) per month.
- Assessed and closes ledgers on a monthly basis.
- Preparing cash flow, project expenses to meet financial obligations.
- Managed yearly internal audit operations, alongside Indonesian tax functions.
- Ensures compliance with financial regulation as well as internal policies.
- Liaise with bankers, external auditors, tax auditors and other government bodies.
- Trained, mentored and motivated colleagues to enhance their knowledge and capabilities.
- Managed ad hoc requirements, ensuring completion within the timescale given.

N.A.K System Distribution Sdn. Bhd.

Finance & Accounts Senior Executive | April 2018 – December 2019

Finance & Accounts Executive | January 2017 – March 2018

- Preparing weekly, monthly and yearly reports internally and externally.
- Planning and monitoring sales, purchases, accounts payables & accounts receivables.
- Coordinating with financial institutions for facility usage (LC, LG, TR).
- Performing monthly bank reconciliations to ensure matching ledger and statements.
- Preparing tender documents for long and short-term contracts.
- Assist in the planning and organizing of activities by overlooking price negotiations, supplier selection and ensuring delivery time is on point.
- Assisting colleagues on problems regarding daily operations.
- Ensure a seamless flow of information between sales team and clients.

Education

2015 – 2016 | Abertay University

- Bachelor of Business Management (Hons.), Major in Financial Management
- CGPA : 3.47

2012 – 2014 | SEGi University College

- Diploma in Business Administration

Skills & Attributes

Core Proficiencies

- Financial Accounting & Reporting (IFRS, GAAP)
- Cash Flow Projections
- Planning & Budgeting
- Risk Management & Compliance
- Account Payables & Receivables
- Account Reconciliation
- Journal Entries & General Ledger
- Teambuilding & Staff Supervision

Computer Skills

- Microsoft Office (Excel, Word, PowerPoint)
- J+ComFits
- Xeersoft
- SAP
- ARIBA

Analytical Skills

- Capable of problem-solving tasks.
- Capable of working under pressure and unsupervised, while excelling in working as a team.
- Able to converse clearly and concisely while being fact centered, information driven and confident.

Activities & Interests

Activities

- Attended Investment Course, Bursa Malaysia (2016)
- Member of Accounting & Finance Club, SEGi University (2015)
- Attended Corporate Governance and Ethics Talk (2014)
- Certified Professional Personal Development (2013)

Interests

- Golf
- Billiards
- Football
- Travelling

Job Preferences

Possess Own Transport	:	Yes
Willing to Relocate	:	Yes
Willing to Travel	:	Yes