



SUGANTHI RAMALINGAM

CONTACTS

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No. A-09-07 Pinnacle Kelana
Jaya, Jalan SS7/26, Kelana
Jaya, 47301 Petaling Jaya,
Selangor

EDUCATION

**Bachelor of
Business Studies
(Major: Accountancy)**
**Massey University,
New Zealand**
Jul 1996 – Dec 1998

Diploma in Accounting
**Tafe College,
Seremban**
Jun 1994 – Jun 1996

SPM
Sek. Men. Teknik
Kuantan, Pahang
Jan 1992 – Dec 1993

Experience

- Jul 2016 – Present
Swordfish Solutions Sdn. Bhd. | Assets and Portfolio
Management Services
Chief Finance Officer
 - Direct and oversees finance, accounting, HR and administration functions
 - Manage stakeholders of the Company; customers, partners, regulatory bodies
 - Prepare budget projections & variances analysis for the company
 - Involved in setting up of company goals & objectives
 - Ensure compliance with relevant financial regulations and effectively manage financial risk
 - Manage and ensure cashflow is appropriate and sustainable
 - Drive and develop policies and process improvements
 - Liaise with auditors, tax agents, company secretary, bankers
- Jan 2014 – Jun 2016
Marc i-Solutions Sdn Bhd | Financial Advisory Services
Finance Manager
 - Oversees finance, accounting, HR and administration related activities
 - Prepare budget projections & variances analysis for the company
 - Involved in negotiation process with clients
 - Involved in contract and agreement drafting process with clients
 - Liaise with auditors, tax agents, company secretary, bankers
- Apr 2012 – Dec 2013
Ridge Technologies Sdn Bhd | Technology & Trading
Finance Manager
 - Oversees finance and accounting related activities
 - Prepare budget projections & variances analysis for the company
 - Involved in negotiation process with clients
 - Liaise with auditors, tax agents, company secretary, bankers

SKILLS

- Good Negotiator
- Meets Deadlines
- Accounting Software Skills
- Analytical Skills
- Problem Solving Skills
- Multi-tasker

LANGUAGES

- English
- Bahasa Melayu
- Tamil

Reference

Mr Sahadevan Munusamy
Saha & Associates | Partner

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SUGANTHI RAMALINGAM

Experience

○ Dec 2002 – Mar 2012

Neural Oilfield Service Sdn Bhd | Oil & Gas

Senior Finance Manager

- Manage finance and accounting related activities.
- Manage cash flow in weekly basis
- Close monitoring of the financial status of the company & advice the management on cost allocation & cost planning.
- Maintained good relationship with related client's officers to have smooth & timely process
- Monitor Accounts Payables of the Company in weekly basis
- Monitor material consumptions in the company purchasing activities
- Prepare monthly and yearly full set of accounts & present it to the Board of Director
- Monitor monthly budget vs actual performance & produce analysis report for the whole company (all departments)
- Negotiate with client on contract rates and payment terms
- Reconcile and negotiate costing on jobs/projects with overseas principles
- Monitor invoicing procedures and movements with clients and principles
- Manage Fixed Asset Register
- Handle 3rd party professionals; bankers, auditors, tax agent, company secretary, lawyers, insurance agents
- Maintain upkeep of office and equipment
- Work closely with Technical Dept. to produce final reports.
- Monitor and handle monthly payroll and EPF, Socso, Zakat and PCB matters.

○ Feb 2001 – Nov 2002

MustaphaRaj | Audit, Tax, Accounting & Secretarial Firm

Audit Senior

- Managed in total of 35 to 40 portfolios yearly for various medium to large scale companies and organizations of various businesses in providing Audit & Accounting services.
- Perform audit tasks for various customers/businesses
- Prepare tax computation schedules for various nature of businesses
- Prepare full set of accounts for various nature of businesses
- Train and coach junior staff and team members
- Liaise with bankers, company secretaries, clients, tax agents
- Involved in special audits; government audits, management audits.

○ Jan 1999 – Feb 2001

Mahinder Singh & Co. | Audit, Tax, Accounting & Secretarial Firm

Audit Assistant

- Managed in total of 20 to 25 portfolios yearly for various small to medium companies and organizations of various nature of businesses in providing Audit & Accounting services.
- Audit company accounts and prepare audit report
- Prepare monthly and yearly accounts for companies and individuals
- Prepare tax computation for companies and individuals