

## RESUME

Full Name : Mohd Fadzli Bin Zainal Abidin  
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Address : No 46 Jalan ks 5/1,  
Kota Sultan Ahmad Shah, 25200,  
Kuantan, Pahang Darul Makmur.  
Telephone : 019-8409198 (Mobile)



### PERSONAL PARTICULARS

Date Of Birth	: 19 August 1986	Age	: 38 Years
Gender	: Male	Marital Status	: Married
Religion	: Islam	Nationality	: Malaysian
Health	: Excellent	License	: B2, D
E-mail	: mohdfadzlizainalabidin@gmail.com		

### EDUCATION BACKGROUND

#### Highest Education

Jun 2008- Jan 2012 : University Malaysia Sarawak  
(UNIMAS) Samarahan, Sarawak  
**Bachelor of Finance with Honours**  
CGPA: 2.50

Jan 2005 – Dis 2007 : Politeknik Kota Kinabalu  
(PKK), Kota Kinabalu, Sabah.  
**Diploma of Accountancy**  
CGPA: 3.11

#### Secondary Education

1999 – 2003 : Sekolah Menengah Kebangsaan Paya Besar,  
Kuantan, Pahang Darul Makmur  
**SPM: 1 2A, 2 3B, 1 4B, 2 5C, 1 7D, 2 8E**

### WORKING EXPERIENCE

#### 27 December 2021 – Present

Working in Account & Finance Department at **Infiniti Indah Sdn Bhd (owned by Hospitality 360 Sdn Bhd)** as Assistant Finance Manager

- To maintain proper and complete accounting records of the Menara Kuantan 188.
- Submit monthly management report on 7 th of every month. The detail report as following:
  - A) Balance Sheet
  - B) Profit & Loss (Monthly comparison format).

- Listing- bank statement & bank reconciliation, Fixed Asset listing, trade debtor/creditor aging report, prepayment listing, deposit listing and accrual listing. To ensure the Menara Kuantan 188 accounting and financial management report are accurate and ensuring the Menara Kuantan 188 books are kept in compliance with government requirement.
- Assist proactively with cost containment, revenue enhancement, profit improvement opportunities and safeguarding of the company's assets.
- Ensuring budgetary monitoring of the Menara kuantan 188 and provide further financial advice to the Menara Kuantan 188.
- Ensuring the applicable procedures for each department has been followed accordingly.
- Being the Menara Kuantan 188 representative with the Tax office, External Auditor, Legal firm, banks etc.
- Overseeing the Menara Kuantan 188 daily revenue and the billing process.
- Monitoring the cash flow movement in the banks and do the bank reconciliation on monthly basis. Submit the cash flow report every Monday to Group.
- To ensure the Menara Kuantan 188 complies with the established credit and collection procedures.
- To ensure all payments are adequately supported documentation and properly authorized.
- Key person in preparing the annual budget and capex for the following year.
- Handling petty cash and claimed

## **20 April 2020 – 15 December 2021**

Working in Account & Finance Department at **Residence Inn & Motels Sdn Bhd** (owned by **Ahmad Zaki Resources Berhad**) as Head Of Finance

- To provide the management meaningful and timely information on the status of the resort's performance.
  - To maintain proper and complete accounting records of the resort.
  - To ensure the resort's accounting and financial management report are accurate and ensuring the resort books are kept in compliance with government requirement.
  - Assist proactively with cost containment, revenue enhancement, profit improvement opportunities and safeguarding of the company's assets.
  - Ensuring budgetary monitoring of the resort and provide further financial advice to the resort.
  - Ensuring the applicable procedures for each department has been followed accordingly.
  - Being the resort representative with the Tax office, External Auditor, Legal firm, banks etc.
  - Overseeing the resort daily revenue and the billing process.
  - Monitoring the cash flow movement in the banks and do the bank reconciliation on monthly basis.
  - To ensure the resort complies with the established credit and collection procedures.
  - To ensure all payments are adequately supported documentation and properly authorized.

- Key person in preparing the annual budget and capex for the following year.

## **2 February 2015 – 31 March 2020**

Working in Account & Finance Department at **Grand Darulmakmur Hotel Kuantan (MUIP Hotel Sdn Bhd)**(Owned by **Majlis Ugama Islam dan Adat Resam Melayu Pahang**).

- Working at Account Receivable Section (Account Executive)(1 December 2016-Present)
  - Process all account receivable duties by categories (Cash, credit, card, city ledger, employee ledger, voucher and complimentary) on an accurate and timely manner.
  - Monitor debtors ageing and control (debtor & online reservation)
  - Report on overdue invoices, initiate the dunning process and generate reminders for overdue accounts and provide bad debts.
  - Prepare Account Receivable month end closing .
- Working at Income Audit Section (Account Executive)(2 February 2015- 30 November 2016)
  - Income Audit- Audit all revenues from room division are properly accounted and recorded (registration, deposits, settlement & refund), audit all revenue from F&B outlets are properly accounted, control the revenue transaction in system, audit entertainment & official check, control the internet booking commission and making daily cash collection.
  - Checking Good Received Note (GRN), checking payment voucher, and checking all procedure section at finance department.
  - Provide financial report Company & P&L by Department.
  - Additional responsibilities- General Petty Cash & Casual Labor.

## **14 October 2013 – 28 January 2015**

Working in Account & Finance Department at Impiana Resort Cherating.

- Working at General Ledger Section (Account & Finance Officer)
  - -Prepare journals with supporting document, Review on budget utilization in the purchase requisition form (PRF), Journal entries and balance sheet schedule for month end closing, maintain daily operation activities within the GL function and provide support A.P, A.R & bank payment, provide balance sheet & profit & loss, provide Profit & loss by department, provide bank reconciliation, provide accruals listing, prepare depreciation schedule and provide information on asset details and net book value.

## **1 March 2012 – 9 October 2013**

Working in Account & Finance Department at Suria Cherating Beach Resort.

- Working at Account Payable Section (Account & Finance Executive)
  - Update petty cash(operation) daily, posting petty cash to IFCA system, posted invoice to IFCA, posted Journal to IFCA, posted payment, make payment every month through Malayan Banking Cheque's, update kiosk's accounts daily and monthly, update cash book & bank reconciliation, update price supplier database (daily) to price comparison within supplier.

Salary: RM1990.00

**10 May 2010 – 2 July 2010 :**

Industrial Training at MTBE/ Polypropylene Sdn Bhd

- Doing Account Payables. Such as:
  - Process staff claim by E-BTM (Enhanced Business Travel Management System) and Posting to SAP system for payment, Updating accrual balances with vendor, processing e-procurement invoice and posting to SAP system for payment and doing the casheir work for staff claim, staff advance and payment to vendor.
- Doing Account Receivables. Such as:
  - Making Invoice, learned TREMA system (the system for process of investment).

**14 March 2008 – 26 Jun 2008**

Working in Account & Finance Department at Suria Cherating Beach Resort.

- Working at Account Payable Section
  - Update petty cash(operation) daily, posting petty cash to IFCA system, posted invoice to IFCA, posted Journal to IFCA, posted payment, make payment every month through Malayan Banking Cheque's and update kiosk's accounts daily and monthly.

**3 July 2006 – 15 December 2006 :**

Industrial Training at MTBE/ Polypropylene Sdn Bhd

- Working in Account Payable Section. Works include:
  - Posting invoice, Posting of staff claim, posting staff advance to SAP System(System Application and Product) and doing the casheir work.
- Working in General Ledger Section. Works include:
  - Study and do some of closing General Ledger at MTBE/Polypropylene

**SKILLS/ STRENGTHS**

1. Proficient in Microsoft **Word 2003, 2007 and 2010, PowerPoint 2003, 2007 and 2010 and Excel 2003, 2007 and 2010.**
2. Able to interact and work well in team and with all level of people.
3. Can work under pressure and meet tight deadlines.
4. Self-motivated and independent.

**HONOUR & AWARDS**

1. The candidate distinction in the subject **UBS Computerised Accounting (Practical).**
2. Certificate for involved **National Services** 1<sup>st</sup> intake (Feb 2004- May 2004).
3. Involved in voluntarily activity at Hospital Tengku Ampuan Afzan.
4. Involved in competition of Drama between schools at Kuantan.
5. Involved in competition of Permodalan Nasional Berhad 2008

LANGUAGE		PROFICIENCY (BEST=10 WORST=1)
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Language	Spoken	Written
Malay	10	10
English	6	6

#### OTHER INFORMATION

1. Love to learn new things and and enhance knowledge and skills. A quick learner especially in interested field.
2. Enjoy travelling and discover new places.

#### Expected Monthly Salary

Expected Salary : RM 7,000.00 (based on payroll scheme)

#### REFERENCES

Nur Aqilah Ayuni Bt Aman  
 Asisstant HR Manager,  
 Shahzan Hotel, Kuantan  
 Lot PT 240, Jalan Bukit ubi/ Jalan Masjid ,  
 25000,Kuantan Pahang  
 Tel: 010-772 7472

Sarah Hermizar Binti Abdul Rahman  
 HR Executive,  
 Kuantan 188,  
 Jalan Besar,  
 25000, Kuantan, Pahang  
 Tel: 012-9848736