

# MOHD HAZIQ BIN SHUKOR

## CURRENT ADDRESS

No. 4262, Taman Haziq,  
Off Jalan Depo,  
Petra Jaya,  
93050 Kuching, Sarawak.

## CONTACT INFORMATION

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(LinkedIn)



## Executive Summary

As an accounting graduate with over 6 years of experience in corporate sector, proficiency in financial data analysis, risk management and HR payrolls, I offer a comprehensive set of capabilities that encompass financial oversight, IT data-driven insights, and efficient HR. With my extensive experience, I am committed to optimizing financial processes, ensuring regulatory adherence, and delivering effective process implementation in the organization. Additionally, I am a MIHRM member, currently in approval process for a MIA member, and also a CFI professional certificate holder.

## Education

### Universiti Teknologi MARA

- Bachelor of Accountancy (Honours.) (2017-2018)
- Diploma in Accountancy (2014-2016)

### SMK St. Joseph Kuching

- SPM: 5A+ 2A 2B+ (Pure Science Stream) (2013)
- PMR: 6A 2B

## Working Experience

### Naim Holdings Berhad

#### ❖ Senior Executive – Internal Audit

(1 January 2024 – Present)

- Developed and implemented risk-based audit plans to address identified areas of concern and enhance overall internal controls.
- Evaluated the adequacy and effectiveness of internal controls, ensuring compliance with industry regulations and company policies.
- Prepared comprehensive audit reports, presenting findings, recommendations, and action plans to senior management for strategic decision-making.
- Monitored and facilitated the implementation of audit recommendations, tracking progress and ensuring timely resolution of identified issues.
- Implemented data analytics techniques to enhance audit procedures and identify patterns, contributing to more efficient and effective audits.
- Stayed abreast of industry trends, regulatory changes, and emerging risks, providing insights to senior management for proactive decision-making.
- Assisted in the development and enhancement of internal audit policies, procedures, and methodologies, aligning them with industry best practices.
- Developed and implemented internal audit programs, ensuring alignment with industry standards and organizational objectives.
- Assisted in the design and implementation of corrective actions to address identified weaknesses in internal controls.

**❖ Special Officer to Group Managing Director****(1 June 2023 – 31 December 2023)**

- Provide response, feedback, and become the officer-in-charge in matters pertaining to GMD's private investment.
- Collaborated closely with the GMD to formulate and execute the company's strategic vision. Actively contributed to the development of long-term growth strategies, which included identifying new markets, business lines, and opportunities for diversification.
- Conducted in-depth market research and analysis to identify investment trends, competitor landscapes, and potential investment prospects within the construction and property sectors. These insights and recommendations are critical to the Group Managing Director to aid in decision-making processes.
- To assist Group Managing Director in developing and implementing strategic initiatives, conducting research and preparing reports at the same time overseeing special projects, ensuring timely completion and effective implementation.
- Collaborated seamlessly with cross-functional teams, including legal, finance, project management, and operations, to ensure the successful execution of business development initiatives.
- Functioned as a liaison between the Group Managing Director and external parties to facilitate collaboration, secure strategic partnerships, and negotiate favorable agreements.
- Managed the Group Managing Director's complex calendar, appointments, and meetings. I prioritized commitments, ensured efficient use of time, and orchestrated seamless logistics for both internal and external appointments.
- Prepared, edited, and organized a variety of documents, reports, and presentations for the Group Managing Director. I ensured that all materials were accurate, well-structured, and aligned with the executive's strategic goals.
- Demonstrated the utmost discretion in handling sensitive information, confidential documents, and strategic discussions. Maintained a high level of professionalism and confidentiality in all interactions.

**❖ Human Resources Executive****(2 November 2022 – 31 May 2023)**

- Responsible for administering company payroll and ensuring compliance and accuracy in monthly payroll activities (under Rewards, Performance Management and HR Services unit).
- To assist and manage the system application and corresponding HR process; provide on-going and administrative support of the HR Services systems.
- Lead and drafted a new performance management system for NAIM employees namely Project Orion, a system to manage employees' performance according to Objective and Key Results format and reported directly under Chief People Officer.
- Drafted the framework for the OKR Performance System and successfully collaborated with IT Department to come out with the in-house performance management system.
- Facilitate audits by providing records and documentation to internal and external auditors.
- Proficiently handled time sheet submission process for foreign workers, ensuring that the supervisors accurately recorded their work hours, overtime, and leave requests. I maintained meticulous records and documentation.
- Addressed and resolved discrepancies or questions related to time sheets promptly and professionally. I provided foreign workers with the necessary support to rectify issues and maintain trust in HR processes.
- Appointed as a social media advocate for LinkedIn, Instagram and Facebook to advertise more on Naim products and has been awarded as Top Performing Social Media Advocate of Naim Holdings Berhad in Q1 2023.

**PricewaterhouseCoopers PLT (PwC)****❖ Experienced Associate – Assurance****(6 December 2021 – 31 October 2022)**

- Assigned to work in an engagement team for first-year audit of two subsidiary companies under one of the biggest state-owned statutory bodies (SEDC). This involved in-depth analysis of complex revenue recognition, inventory valuation, and cost accounting processes.
- Assigned for consulting job under PwC Risk and Assurance services department and being heavily involved in developing SOPs for Sarawak Accrual Accounting.
- Frequently directed and assigned as the liaison officer between PwC and Sarawak Treasury Department.

- Chosen to participate in various ESG Advisory projects both for PwC Kuching branch and PwC Headquarters KL.
- Acted as a primary point of contact for clients for most audit and advisory engagements, building strong relationships and effectively communicating audit findings and recommendations.
- Collaborated with clients to optimize inventory management practices, leading to substantial cost savings. I implemented data analytics techniques to identify slow-moving inventory and improve working capital efficiency.
- Adapted quickly to new auditing software named Aura Platinum which connects all the auditors' work and also one of the most advanced software developed under PwC.

## **Idris Ibrahim Group**

### **❖ Audit Associate**

**(1 February 2021 – 30 September 2021)**

- Facilitated a group of audit assistants to work on various *Sendirian Berhads'* companies' audit.
- Assigned to work in a team for various engagements to audit various State Government agencies such as *Majlis Daerah* and *Majlis Bandaraya*.
- Self-learned a new auditing software named CCH Prosystem Fx Engagement in a short period of time.
- Frequent travel to many parts and districts in Sarawak.
- Orchestrated a training webinar for the department during Work from Home period as guided by the Firm Partner.
- Handling full sets of accounts involving bookkeeping or data entry before audit commencement.

## **Salihin (Chartered Accountants)**

### **❖ Finance Analyst (Contract)**

**(1 February 2020 – 31 January 2021)**

- Assigned to work in a team of Finance Analysts for PELITA Agro-socio Economic project (a project under Sarawak Government) mainly doing jobs such as corporate advisory and plantation auditing.
- Job scopes include doing the analysis on compliance, operational and financial performance of Joint Venture Companies under Pelita Holdings Sdn. Bhd. and Ladang Rakyat Pelita Sdn. Bhd.
- Successfully supervised three plantations listed under the PELITA project (Two Native Customary Rights Lands project and One *Ladang Rakyat* project).
- Attended a meeting with the Chief Minister of Sarawak as one of the two representatives that has been chosen by the Department Director to represent himself in the meeting due to the non-travelling constraints in the pandemic period (Department Director's office is in Batu Caves, Salihin HQ).

### **❖ Audit Assistant**

**(1 February 2019 – 31 July 2019)**

- Assigned to be a member of Salihin Kuching under the department of Audit and Assurance.
- Managed to complete seven dormant companies' audit jobs within the given timeframes.
- Assisted senior Audit Associates on auditing Active Companies and Government Agencies and went to Tanjung Manis, Belawai, Sibu and Miri for the respective fieldworks.

## **Awards, Leadership and Achievement**

### **Young Lieutenants' Award Receiver in Komander Kesatria UiTM Se-Malaysia Jamboree in Perlis and also held position of Yang Di Pertua for Komander Kesatria UiTM Sarawak Contingent (2016)**

- Kesatria Negara is one of the most respected extracurricular bodies in UiTM. To be chosen as one of the Komander Kesatria, one must pass physical and other skills tests to be in the team.
- To be awarded the Young Lieutenants' award, the highest achievement and rank in Komander Kesatria UiTM.

### **UiTM Muay Thai Rector Cup Champion for two consecutive years (2015-2016)**

- Competed in the professional category in the Super Four.
- Won Champion in two years for 54kg-58kg weight division.

### **Third Place in Sarawak Sports Adventure Race (2022)**

- An event organized by Sarawak Sports Corporation as a selection process to find the best triathlon athletes in Sarawak. Competed in Hike (10km) – Bike (60km) – Run (5km) category.
- Awarded the Best Young Athlete award (sole young athlete in podium positions).

## Professional Certification

- Member of Malaysian Institute of Human Resource Management (MIHRM) [Member No: 104021/0323]
- Holder of CFI Corporate Finance Foundations Professional Certificate



## Skills

- **Accounting softwares** : AutoCount, SQL, MYOB, Sage UBS, SPSS, CCH Prosystem, Aura Platinum
- **Softwares** : Microsoft Office/Excel/Powerpoint/Outlook, Adobe Premiere Pro, Filmora
- **Language spoken** : English, Malay, Iban (Conversational and Reading), Mandarin (Conversational)
- **Editing Skills** : Canva, Adobe Illustrator, Adobe Photoshop, InShot, PicsArt

## Referees

### ❖ Wee Hsiao Yin

- Human Capital Manager,  
Naim Holdings Berhad
- 012-8862345

### ❖ Shannon Preet Kaur

- Senior Assurance Associate,  
PricewaterhouseCoopers PLT
- 012-8513389