

# Wong Toh Kiong

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## Summary

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Highly meticulous and reliable Finance Lead with an outstanding client service record. Adept multitasker was able to handle several finance tasks and other ad hoc operation projects/tasks with professionalism and accuracy. Strong analytical skills in optimizing current and efficient financing management team operations. With the ability to build and maintain a working relationship with stakeholders to ensure the business meets the financial objectives. Working towards excel expectations and able to meet targets and assigned projects.

## Core Skills

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- Finance Project Management
- Strategy planning
- Budgeting and Forecasting
- Business Insights and Analytics

## Highlights

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- Wide experience in a variety of financial management systems (UBS, SQL, OBM accounting system, SAP, ERP)
- Exceptional proficiency in bookkeeping and budgeting
- Superior expertise in MS Office applications including PowerPoint, Excel, and Word
- Excellent organizational and time management abilities
- Strong critical thinking and problem-solving skills
- Good verbal and written communication skills

## Education

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- Chartered Institute of Management Accountants (CIMA)
- Advance Diploma in Management accounting - Tunku Abdul Rahman College

## Training & Development

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- Change Management Feb 2020
- Technology impact on Finance: Blockchain

## Languages

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English, Bahasa Malaysia, Mandarin, Cantonese

## Professional Experience

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### **Protherapix Sdn Bhd**

#### **Finance Manager**

Aug2021 - Present

#### **Key Responsibilities**

- Heading finance and accounting operations with 2 direct staffs reporting under my supervision
  - Ensure that the measurement and reporting of all financial transactions adhere to local accounting principles and business/functional requirements
  - Provide financial analysis support and insight to senior management team
  - Actively involved in annual budgeting process for the company. This includes, preparation, review & discussion with senior management
  - Actively involved in inventories control management and AR collection management
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### **IQVIA Solutions Malaysia Sdn Bhd**

#### **Finance Manager**

Nov 2016 - Dec 2020

#### **Key Responsibilities**

- Heading finance and accounting operations with 3 direct staffs reporting under my supervision.
- Partner with business partner/client market to understand and translate strategy into proactive plans to enable successful achievement of business result
- Ensure that the measurement and reporting of all financial transactions adhere to accounting principles (GAAP), internal IQVIA corporate policies and procedures, government, and local business/functional requirements
- Provide financial analysis support and insight to business stakeholders
- Provide control, coordination and management of information flow for strategic planning, management reporting, annual budgeting, monthly forecasting and support of ad-hoc analysis to meet operational requirements
- Ensure achievement of business/functional financial targets by monitoring spending, providing insight and early warning. Identify and monitor areas of risk and/or opportunity and their financial impact on business/function
- Review and analyzes new business initiatives and investment to ensure that they align with IQVIA strategic vision and achieve or exceed minimum return in investment requirements
- Actively involved in annual budgeting and forecast process for the company. This include, preparation, review & discussion with management before final submission.

#### **Key Achievements**

- Implemented Dolphin system to reduce manual handling of AP invoices
- Lead implementation of local billing from local MY entities

**Malaysian BSN medical**  
**Finance Manager**  
July 2014 - Oct 2016

**Key Responsibilities**

- Providing financial direction and insight including identification of key value drivers and Business KPIs, helping functions deliver their short term and long term goals through proactive day-to-day support, challenge, influence and insight.
- Manage the financial performance management process for areas of responsibility (objective setting, budget vs. actuals, etc.), including the monthly forecast process, with a focus on understanding the key drivers of short-term performance and communicating the range of possible outcomes.
- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
- Reconcile bank, manage cash flow and prepare cash flow forecasts in accordance with policy
- Review monthly results and implement monthly variance reporting as compared to budget. Responsible for month reporting on the actual conformance, full year forecast and rolling forecast to HQ via Hyperion. Preparation of annual budget and 5 years plan
- Responsible for the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll.

**Key Achievements**

- Successful on SAP implementation in MY to ease reporting
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**Genting Sanyen (Malaysia) Sdn Bhd**  
**Assistant Finance Manager**  
Nov 2012 - Apr 2014

**Key Responsibilities**

- Prepare, review and analyses internal monthly & quarterly financial statement & management report of group, company, its subsidiaries and associates
- Review annual budget and half yearly forecast of foreign subsidiaries and associates
- Monitor group treasury matters

**Key Achievements**

- Successful on SAP migration to upgrade the obsolete version

**ABB Malaysia Sdn Bhd**  
**Accountant**  
**August 2007 - October 2012**

**Key Responsibilities**

- Creation and maintenance of fixed assets and customer master data for the company
- Review the staff claims to ensure claims are comply with company policies, entries and transaction had been properly posted. Verification of vendors invoice.
- Preparation of corporate business area budget and input of budget into Hyperion, monthly corporate cost allocation and month end closing for corporate business area.

**Key Achievements**

- Lead a team in SAP migration data verification and correction for account payables, general ledger, fixed assets and balance sheet items
  - Improve and reinforce staff claims processing to ensure compliance of SOX
  - Implemented global ID for customer as per HQ requirement on standardization
  - Implement embedded derivation valuation in Malaysia to comply Group GAAP
  - Drive thru assets control transfer between sister company
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**Jaalaa Malaysia Sdn Bhd**  
**Assistant Accountant**  
**November 2005 - July 2007**

**Key Responsibilities**

- Responsible for the timely preparation of full sets of financial and management reports. Ensure accounting records are complied with internal and external financial reporting compliance.
  - Assist local management in preparing budgets and monthly cash flow forecast to ensure availability of sufficient funds
  - Performing cost comparison analysis before recommending any purchases of office, labs and testing supplies as well as fixed assets to the management.
  - Responsible in providing the valuation of the WIP and finished goods for the management sales meeting on ad-hoc basis.
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**NetInfinium (M) Sdn Bhd**  
**Finance and Admin Executive (Senior)**  
**June 2003 – October 2005**

**Key Responsibilities**

- To keep complete set of accounts of the company, ensure all transactions are accounted for on a timely basis and ensure accurate management financial reports are produced for monthly management review
- To provide detailed profitability analysis and responsible for accounts payable and receivable so that the management would have an overview on the company financial status and cash flow positions

- Arrange and monitor for OD facilities with the banker to meet company's commitment. Organize the submission of MGS claims to the proper authorities
- Close liaison with the auditors and tax consultants, as well as arrange & monitor for OD facilities with the banker to meet company's commitment.

#### **Key Achievements**

- Kick start budget planning and cost control for performance measurement
  - Setup procedure for collection to improve company cash flow
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#### **WT Ng & Co**

##### **Audit Senior**

May 2000 – May 2003

#### **Key Responsibilities**

- Preparing the audit program and audit planning, thereafter leading field audit at client office and review team members work to ensure audit objectivities are met
- Drafting audit reports i.e. (from preparing the financial statements for annual audit report for audit partners reviewed till amendments of the draft accounts before sending out for printing and final signing by audit partners
- Involved in preparing accounting for non-audit clients. (Accounting clients)
- Maintain good relationship with clients in order to provide professional advises and value-added services.

#### **Key Achievements**

- Manage and lead a team external audit and consolidate 2 complex group account with limited resources, time and minimum supervision from partners
- Involve and lead in internal audit for a company listed in second board