

CHAN HOK MEE
16, Jalan Putra Harmoni 1/4D, Putra Heights,
47650 Subang Jaya, Selangor, Malaysia.
Contact No.: +6012-380 9116
E-mail: abexxchan@yahoo.co.uk



PROFILE

A Chartered Certified Accountant with more than 10 years working experience:

- ★ Business Analyst/Finance Manager with a subsidiary of a public listed company (facilities management – hospital support services, oil & gas – drilling services, power - power plants operator)
- ★ External Auditor with a medium-sized international audit firm in Malaysia
- ★ Hardworking, team player and flexible to work for longer hours
- ★ Degree and professional qualification in accounting with a strong background in audit and accounting methodologies and practices

SUMMARY OF WORKING EXPERIENCE

- | | | |
|------------------|---|---|
| Employer (1) | : | UEM Edgenta Berhad
(Indirect subsidiary of Khazanah Nasional Berhad) |
| Duration | : | June 2018 to Present |
| Current position | : | Senior Manager, Business Analyst |
| | | |
| Employer (2) | : | Sapura Drilling Asia Sdn Bhd
(Indirect subsidiary of Sapura Energy Berhad) |
| Duration | : | May 2014 to June 2018 |
| Current position | : | Finance Manager |
| | | |
| Employer (3) | : | Mermaid Drilling (M) Sdn Bhd/Kencana Marine Drilling Sdn Bhd
(Indirect subsidiary of SapuraKencana Petroleum Berhad) |
| Duration | : | April 2009 to April 2014 |
| Current position | : | Finance Manager |
| | | |
| Employer (4) | : | Powertek Berhad |
| Duration | : | December 2007 to March 2009 |
| Last position | : | Assistant Finance Manager |
| | | |
| Employer (5) | : | BDO Binder, Chartered Accountants |
| Duration | : | August 2002 to November 2007 |
| Last position | : | Assistant Audit Manager |
| | | |
| Employer (6) | : | Foo, Lee, An & Associates, Chartered Accountants |
| Duration | : | May 2000 to July 2002 |
| Last position | : | Audit Assistant |

DETAILED JOB FUNCTIONS

(1) UEM Edgenta Berhad

- Perform review, analyse, prepare reports and presenting financial slides on monthly basis to management and group finance
- Assist in updating the rolling forecast during Mid Year Review exercise or as required by the management, assist to compile and prepare analysis and slides for annual budget and 5-year business plan exercise
- Coordinate, prepare of Group Consolidation Pack, discussed audit issues and outstanding matters with external auditors during year end interim and final audit
- Liaise and provide all the information to tax agent for preparation of annual tax return, prepare estimated tax payable & revision of estimated tax payable
- Prepare financial board papers & management papers such as write off, dividends and other proposals.
- Assist to review operation papers and proposals, budget verification and control
- Source for project financing, plan for drawdown & repayment
- Review & report impact of changes in tax laws to management
- Internal restructuring – review dormant companies and bank accounts to be closed down, system migration and improvements
- Update bank signatories & enrol internet banking services
- Assist to provide financial information and analysis to the consultant for concession renewal exercise

(2) Sapura Drilling Asia Sdn Bhd

- Ensure the preparation recording and completion of monthly accounts in accordance with statutory regulatory requirements and applicable accounting standards
- Review of the financial and accounting of the company and develop meaningful analysis and financial reports for the Management for decision making purposes
- Prepare & review accuracy and completeness of data for preparation of budget & forecast
- Perform tax and deferred tax computation & ensure tax is adequately provided for in the financial statements
- Ensure accurate and timely processing of invoices, staff claims/advances and petty cash payments in accordance with the Company's limit of authority
- Liaise with HR Department & ensure the payroll processing & payment is properly done on timely basis
- Review billings to clients, monitor the debtor's aging on weekly basis and ensure invoices properly entered into accounting system on monthly basis
- Ensure effective treasury management and cash flow planning to enable the Company to maintain sufficient liquidity in order to meet the operating requirements
- Liaise with tax department to ensure completeness, accuracy and timeliness of annual tax return and annual tax estimates submission as per the tax schedule of payment from Inland Revenue Department

DETAILED JOB FUNCTION (continued)

(2) Sapura Drilling Asia Sdn Bhd (continued)

- Preparation of board papers & coordinate the preparation of board resolutions & minutes of meetings
- Continuous review and support the update of accounting system and procedures/guidelines to improve the efficiency and effectiveness of financial and management accounting, treasury functions and internal control system
- Develop and maintain comprehensive database for easy retrieval of financial information
- Liaise with auditors, bankers and other statutory bodies
- To manage & supervise the work of Accounts Executives
- Any other ad-hoc assignments from time to time, such as tendering, special audit, cash flow forecast and projections, etc.

(3) Mermaid Drilling (Malaysia) Sdn Bhd/Kencana Marine Drilling Sdn Bhd

Generally, my position as Finance Manager in this Company is to assist Rig Manager & Financial Controller in all financial aspects of the daily operation of the business at base office. Supervise and control financial activities and maintain accounting records as per statutory requirements on timely basis.

My primary responsibilities can be summarized as follows:

- maintain control of financial records, procedures and reporting
- ensure that statutory financial statements are properly prepared on a timely manner
- liaise with internal and external advisors to ensure compliance with all applicable laws, accounting standards, policies, etc.
- maintain and manage bank accounts and petty cash including bank reconciliations
- prepare monthly management accounts and monthly/quarterly/yearly financial reports such as variance analysis, MFR, KPI, etc.
- prepare Board & Management Papers
- liaise with tax agent & company secretary for corporate tax & statutory compliance matters
- ensure all supplier invoices for payment are properly verified and approved in accordance with procedures of the Company
- ensure that payments are made on timely basis, especially for the amounts due to the Authorities
- ensure that payment on behalf of related parties are properly recorded in the accounting system & inter-company balances are tally
- analyse tax implications on payments to non-resident, i.e. withholding tax
- preparation of all billings to the client and business partner in accordance with contract conditions, local rules and regulations
- to ensure system of recharging client is in place for all items to be paid for under the contract
- assist Rig Manager with all disputed invoices queried by client/business partner

DETAILED JOB FUNCTION (continued)

(3) Mermaid Drilling (Malaysia) Sdn Bhd/Kencana Marine Drilling Sdn Bhd (continued)

- responsible for credit control and collections
- prepare/review monthly payroll prepared by HR Department and confirm to Manager that he can approve the payroll
- ensure all employment changes are reflected correctly in the payroll
- perform calculation of monthly Schedular Tax Deduction (STD) for local staffs
- liaise with the tax agent on the STD and other tax matters for expatriates
- issue payments for salaries, STD, EPF, SOCSO, etc.
- prepare documents for annual tax return purposes
- liaise with HQ in the budgeting process
- assist Rig Manager & Financial Controller in the preparation of budget & forecast
- maintain rolling monthly forecast to be reported with monthly management accounts
- maintain weekly and annual cash flow forecasts

(4) Powertek Berhad

Generally, I was responsible for the preparation of Group financial statements for the International Assets Division which consists of 33 subsidiaries, 2 jointly controlled entities and 2 associates. Details of my job functions/completed projects included:

- assist finance manager in post takeover activities, such as setting up limit of authority, ensure consistency of accounting policies and procedures, change of bank signatories, mapping of accounts codes, introduce group reporting package and budget template to the newly acquired entities, etc.;
- preparation of monthly consolidation, monthly management accounts and monthly group reporting package for submission to the ultimate holding company;
- consolidation of annual budget, quarterly forecast and 7 years financial projections;
- coordinating and ensure inter-company balances and transactions are reconciled;
- extracting information and perform variance analysis for board papers purposes;
- perform and assists in some treasury functions such as opening bank accounts, change of signatories, maintaining cash books and making payments/transfer of funds for payment on behalf of subsidiaries, etc.;
- assist in preparation of Bursa Quarterly Announcement for submission to ultimate holding company;
- liaise with Group Treasury Dept., Group Tax Dept., Group Legal Dept., Group Secretarial Dept. and retainers in overseas for any issue pertaining to day-to-day operations;
- liaise with auditors during the interim and year end audit;
- ensure compliance with policies, procedures, laws and regulations on financial reporting matters such as companies acts, accounting standards and group accounting policies;
- preparation of statutory financial statements;
- supervise the work of accounts executive;
- other ad-hoc assignments.

JOB FUNCTION (continued)

(5) BDO Binder, Chartered Accountants

I have been exposed to the audits of small and medium-sized companies, multinational companies as well as public listed companies in various industries including trading and retailing, construction, plantations, manufacturing, shipping, investment holding, services related companies and etc.

My key responsibility is to ensure that audit assignments are properly executed in an efficient and effective manner in accordance with the requirements of the Laws/Applicable Accounting Standards/Firm.

My job functions can be summarised as follows:

- coordinating the audit assignments from the planning stage to finalisation;
- supervising and coaching of the audit team and reporting to immediate superior;
- to review audit works done by junior staffs and ensure compliance to the respective countries' accounting and auditing standards;
- preparing of full set audited financial statements and ensure that it complies with the current applicable approved Financial Reporting Standards in term of recognition, disclosure and presentation;
- ensuring the accuracy and consistency of accounting policies adopted and applied by client;
- to understand and resolve all accounting and auditing issues and to keep abreast with technical developments, i.e. FRSs and taxation;
- preparing reports, analysis and discussion with client on the audit findings for each significant financial statements area;
- reviewing and preparing of Group consolidation which includes (Group Balance Sheet, Income Statement, Statement of Changes in Equity, Cash Flow Statement and Notes to Financial Statements);
- preparing audit planning memorandum, audit review memorandums and internal control memorandum for presentation to the Audit Committee;
- reviewing Group Reporting Package for reporting to holding company in Malaysia and overseas;
- reviewing and performing income tax and deferred tax computations;
- reviewing of Statement on Internal Control for inclusion in the annual report;
- reviewing of quarterly announcement for public listed clients;
- providing training on the usage of audit software;
- to establish a close relationship with colleagues;
- conducting appraisal interview and performance assessment for junior staffs;
- office administration functions such reviewing and approving claim forms, timesheets, leave forms, billings, collection, etc.

Other than audit engagements, I have also been exposed to various special assignments such as reviewing profit and cash flow forecast, due diligence and initial public offering exercises as well as other agreed upon engagements.

JOB FUNCTION (continued)

(6) Foo, Lee, An and Associates, Chartered Accountants

I have been involved in the audits of small and medium-sized companies which the nature of works is similar to the No. 5 above.

EDUCATION BACKGROUND

- | | |
|-------------|--|
| 2003 – 2005 | Association of Chartered Certified Accountants
-Passed Professional Examination |
| 1997 – 2000 | University Putra Malaysia
-Bachelor in Accountancy (Result: Second Class Upper) |
| 1995 – 1996 | Sultan Ismail College, Kota Bharu, Kelantan
-STPM (Result: 5 Principals) |
| 1990 – 1994 | Sekolah Menengah Wakaf Bharu, Kelantan
-SPM, SRP (Result: Grade 1) |

COMPUTER LITERACY

- Oracle Accounting System
- Microsoft Office (Word, Excel, PowerPoint, Sharepoint)
- Audit software (Caseware, Compass 3)
- Internet, etc.

LANGUAGE PROFICIENCY

Written: English, Bahasa Malaysia

Spoken: English, Bahasa Malaysia, Hokkien and a hint of Mandarin, Cantonese and Thai

MEMBERSHIP AND AWARD

Member, Association of Chartered Certified Accountants ("ACCA")

Member, Malaysian Institute of Accountants ("MIA")

SPORTS AND ACTIVITIES

Volleyball – Represented State, University, College, School, etc.

Badminton – Represented Company, College and School

Certified Open Water Diver

AVAILABILITY

Three (3) months resignation notice is required.

PERSONAL PARTICULARS

Full Name	: Chan Hok Mee
NRIC No.	: 770629-03-5931
Date of Birth	: 29 th June 1977
Race / Religion	: Chinese / Buddhist
Nationality	: Malaysian
Sex / Age	: Male / 46
Health	: Excellent
Marital Status	: Single
Height / Weight	: 180cm /80kg