



**Stefanie Chong**  
Senior Finance Executive  
April Far East Sdn Bhd

(+60) 169657436 | stefaniechong31@yahoo.com | MYR 7,500 | Selangor

## Professional Summary

Driven professional with experience in financial operations and strategic planning. Demonstrated ability to effectively monitor financial performance and provide sound financial guidance to executive teams. Skilled in developing budgets and financial forecasts, as well as overseeing financial reporting, accounts payable/receivable, and payroll. Possesses excellent problem-solving, communication, and leadership skills.

## Experience

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6+ years of total experience

June 2023 - Present  
(1 year 2 months)

### Senior Finance Executive

April Far East Sdn Bhd | Kuala Lumpur, Malaysia

Industry	Manufacturing / Production
Specialization	Finance - Audit/Taxation
Role	Others
Position Level	Senior Executive
Monthly Salary	MYR 6,550

- Monthly preparation and presentation of statutory reporting which incorporates P&L, Balance Sheet, sales forecast, AP & AR aging, trade financing and schedules of other accruals and prepayments to Business Groups
- Quarterly preparation of RGM Management reporting and consolidation of accounts within group entities
  - Reviewed balance sheet aging on monthly basis and advice necessary action to be taken with the Group Controller.
- Run WHT and GST/GTP/BNM related reports on a monthly and quarterly basis respectively
- Compiled and prepared ETR and tax budget for both onshore and offshore entities with analysis for discussion with tax team
- In charge of performing month-end activities for offshore entity and advised function teams to post transactions into SAP system within the agreed deadline period
- Responded to compliance audits and audit queries during interim and final period

June 2021 – June  
2023  
(2 years 1 month)

### Senior Finance cum HR Executive

Rose Attractions Sdn Bhd | Selangor, Malaysia

Industry	Advertising / Marketing / Promotion / PR
Specialization	Finance - General/Cost Accounting
Role	Management/Cost Accounting/Business Analyst
Position Level	Senior Executive

- Handle full sets of accounts including AP, AR and GL
- Quarter review, analysis and report of actual project value and cost in comparison to plan and prior period performance
- Provided support/ assistance to BD team with respect to expense planning, cost control and variance reporting

- Followed up sales collection from clients and vendor payments consistently
- Presentation on financial performance to Management
- Assisted in preparations of annual budget and periodic forecast exercise
- In charge of treasury and company loan/ facility
- Reconciled bank accounts, petty cash and tracked staffs' expense
- Liaise with auditor, tax agent and other regulatory bodies, including preparation of relevant schedules and supporting documentation
- Involved in audit and tax planning
- Handle staff onboarding, resignation, offer letter, payroll, leaves and other HR tasks

Jul 2018 – May 2021  
(2 years 11 months)

## **Accounts Executive**

B&W Corporate Services Sdn Bhd | Selangor, Malaysia

Industry	Accounting / Audit / Tax Services
Specialization	Finance - General/Cost Accounting
Role	Financial Accounting & Reporting
Position Level	Junior Executive

- Handled full sets of accounts and assisted in accounts finalization for accounting clients in the field of construction, trading, F&B, hotel, partnership and sole proprietorship.
- Issued monthly accounting fee invoice and arranged for debt repayment or schedules based on customers' financial situations.
- Located and notified customers of delinquent accounts by mail or telephone to solicit payment.
- Received payments from clients and posted amounts paid to customer accounts.
- Issued cheques for company's miscellaneous expenses and updated payment regularly
- Sorted and filed correspondence, and performed miscellaneous clerical duties such as answering correspondence and writing reports.
- Performed monthly expense, staffs' claims, petty cash and bank reconciliation.
- Assisted in preparing SST and GST reports, returns and payment.
- Discussed and liaised with auditors and tax agents on matters relating to audits, fact checks and resolve discrepancies.
- Assisted in updating, recruiting and preparing offer letter for interns and new staffs.

Jul 2017 - Jan 2018  
(7 months)

## **Audit Trainee**

B&W Corporate Services Sdn Bhd | Selangor, Malaysia

Industry	Accounting / Audit / Tax Services
Specialization	Finance - Audit/Taxation
Role	Auditing
Position Level	Fresh / Entry Level

- Prepared statutory financial statements and audit finalization reports
- Performed audit procedures during audit fieldwork
- Analysed any unusual transactions and enquired accountants on unreconciled records
- Examined records and interviewed personnel to ensure recording of transactions and compliance with laws and regulations.
- Examined and evaluated financial and information systems, recommending controls to ensure system reliability and data integrity.
- Examined inventory to verify journal and ledger entries.
- Liaised with accountants on matters relating to bad debts, outstanding invoices and other irregularities.
- Analysed and cross-checked general ledger, trial balance and profit & loss.
- Performed fixed assets sighting and stock take for all materials during the year.
- Compared and examined accounts and relevant supporting documents with client's ledger accounts for accuracy

## Education

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2018

### Universiti Malaysia Sarawak

Bachelor's Degree in Finance/Accountancy/Banking | Malaysia

Major Accounting, Audit and Tax  
Grade Grade B/2nd Class Upper

- Obtained Dean List for 5 semesters in honor of outstanding performance and achievement during Bachelor Degree in Accounting in UNIMAS.
- Obtained a CGPA of 3.64 in Bachelor Degree in Accounting in UNIMAS

2013

### SMK Tinggi Kajang

Higher Secondary/STPM/"A" Level/Pre-U in Arts | Malaysia

Major Accounting  
Grade Grade B/2nd Class Upper

- Took up Accounts, Business Studies, Economics and General Studies for STPM.
- Obtained Band 4 for MUET test in 2013

## Skills

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Proficient  
Intermediate

MS-Word, MS-Excel, MS-Power Point, Outlook  
Power BI, FP&A, Group Consolidation, SFRM, Tax Budget, ETR, Tax Computation,  
WHT, GST, SST, monthly account closing, HR & Administration

## Languages

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*Proficiency level: 0 - Poor, 10 - Excellent*

Language	Spoken	Written
Mandarin (Primary)	7	6
English	10	10
Bahasa Malaysia	10	10

Jobstreet English Language Assessment (JELA)

Date Taken 13 Mar 2019

Score 37/40

## Additional Info

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Expected Salary MYR 7,500  
Preferred Work Location Selangor, Kuala Lumpur