



# SIEW LI FANG

Finance Graduate

## CONTACT

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Kuala Lumpur, Malaysia

## EDUCATION

### Bachelor of Finance (Hons.)

Multimedia University (MMU)

2019 - 2022

CGPA: 3.85

### Foundation in Management

Multimedia University (MMU)

2018 - 2019

CGPA: 3.77

## HARD SKILLS

- MS Office
- Account Payable
- Procure to Pay
- General Ledger
- Report to Record
- SAP
- Microsoft Dynamics 365
- Taxation
- Desk Research
- Balance Sheet Reconciliation

## SOFT SKILLS

- Time Management
- Teamwork
- Communication
- Multi-tasking

## ABOUT ME

I am a graduate with Bachelor of Finance (Hons.) from Multimedia University, looking for a new opportunity with higher learning curve in finance industry.

I am currently working as an Account Payable Executive at Silverlake Symmetri Sdn Bhd, primarily support the vendor payments and tax preparation & payments for Malaysia and Singapore entities. I had been working as Junior General Ledger Analyst at a MNC Shared Service Centre for 7 months and primarily support the general ledger of Taiwan & China's entities. I am disciplined and well organized individual who is capable to work in a fast-paced environment.

## EXPERIENCE

### Account Payable Executive

Silverlake Symmetri Sdn. Bhd. | Kuala Lumpur

Aug 2023 - Present

- Process payments on time in accounting system and banking portal.
- Review and process petty cash monthly report by ensuring petty cash is recorded and disbursed to custodian on time.
- Prepare monthly/quarterly/yearly AP reports as per request.
- Manage withholding tax and ensure submission and payment to relevant tax authority.
- Prepare GST returns and payments for Singapore entities.
- Perform monthly reconciliation between vendor SOA and internal records and rectify for any discrepancies.
- Coordinate monthly/quarterly/yearly closing for AP function.

### Junior Analyst - General Ledger

Evonik Malaysia Sdn. Bhd. | Bandar Sunway, Selangor.

Nov 2022 - Jun 2023

- Provided General Ledger transaction processing support and ensured delivery quality.
- Performed Balance Sheet Reconciliation on a monthly basis to identify and resolve uncleared open items in the GL balance sheet.
- Coordinated month-end, quarter-end, and year-end closing activities with Local Services and other Financial Services Functional teams.
- Engaged in IFRS migration project for China entities by performing analysis and knowledge transfer session.

## LANGUAGES

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- **English**  
Full Professional Proficiency
- **Chinese (Simplified)**  
Full Professional Proficiency
- **Malay**  
Full Professional Proficiency
- **Cantonese**  
Native Proficiency
- **Hakka**  
Native Proficiency

## REFERENCES

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- Will be provided upon request

## NOTICE PERIOD

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- 2 Months Notice Period

### Intern – Business Consulting

Ernst & Young Consulting Sdn. Bhd. | Kuala Lumpur  
May 2022 – Jul 2022

- Engaged in the building of Requests for Proposals (RFPs) under Finance Transformation projects for a Fortune 500 Oil & Gas Company.
- Performed in-depth research and analysis according to the RFP requirements.
- Supported the development of proposal discussion.
- Responsible for the drafting, designing and writing of RFPs in a professional and credible manner.
- Maintained consistency in proposal writing by following company and client policy.

## UNIVERSITY ACTIVITIES

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### Research Assistant (Part time)

Multimedia University | Cyberjaya, Selangor.  
Nov 2021 – Apr 2022

- Supported the research progress for 6 months.
- Facilitated the academic research in facility layout problems for mathematical research unit.
- Performed data analysis via NetBeans and IBM SPSS.
- Responsible for consolidating the research data and report writing.

### Assistant Treasurer

MMU Cyberjaya Chess Club | Cyberjaya, Selangor.  
Mar 2019 – Jan 2021

- Assisted the club's bookkeeping record and club budget report.
- Managed and reported the financial claim of the club.
- Organized university-based chess tournaments with more than 100 participants.
- Supported the ad-hoc tasks in the public relation.

## ACHIEVEMENTS

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### University Dean List Awards

Bachelor of Finance: 8 out of 9 trimesters

### University Dean List Awards

Foundation in Management: 2 out of 3 trimesters

### Malaysian University English Test (MUET)

Band 5

### FWD-MMU Takaful Project

Second Runner-up Place