

HELEN MOI HIONG NGU

No. 7, Lorong Wan Abdul Rahman, 93300 Kuching

helengumh@gmail.com, Handphone: 6012-8835388

EMPLOYMENT HISTORY

FROM MAR TO DEC 2022

DIRECTOR, TREASURY & FINANCE OPERATIONS

Planning and preparing monthly, quarterly and yearly budget

Managing monthly Cash flow management and Treasury related activities

Oversee related Tax planning & documentation for offshore subsidiaries

Oversee Properties sales and admin

Planning and overseeing Credit and Leasing Operation/Business

Planning and preparing monthly, quarterly and yearly budget

Investment and Properties – HCK Capital Group

FROM JUN 2019 TO FEB 2022

BURSAR

Overseeing and support in the provision of an efficient and effective finance management system, having responsibility for the day to day financial management & student financial services of the University
Manage the overall operations of student financial services, billing and receivables, and cashiering functions of the university.

Recommends and participates in the development of university policies and procedures; may serve on university planning and policy-making committees

To be responsible for the development, operation and management of the financial functions of the University and ensure Value for Money is achieved in all areas of expenditure

To ensure all payments are made on time and oversee University order administration

Monitor approved budget against expenditure, identify and where possible resolve any significant variations, and report on any irregularities

To be responsible for the production and maintenance of accurate and complete records of all income and expenditure within the University budget and Fund, working at all times in accordance with the University's agreed financial procedures

To contribute significantly in the preparation of the annual budget, producing out turn reports and carrying out year-end procedures

To be responsible for the monthly reconciliation of the actual income and expenditure data including oversee the reconciliation of bank statements

Ensuring timely production and issue of financial reports and returns as required by statutory bodies

Responsibility for ensuring Faculty complies with the University financial procedures

Co-ordinate audit and review prepared full set of accounts for auditors

Manage and administer coordinating the purchase of goods and supplies, ensuring that the University obtains best possible value for money from suppliers and contractors

To have overall responsibility for the receipt, safekeeping and banking of all monies received by the University

Produce monthly cash flow forecasts and in conjunction with Bursar manage income generating activities of the University, including maximizing return on cash balances

Educations – MAHSA University

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FROM 2013 TO FEB 2019

DEPUTY PRINCIPAL

Promoted as their Deputy Principal to manage and oversee their Operations like Accounts & Finance, IT & General admin. Handled their tax planning, liaison with external auditor & tax agent. Students' education loan with PTPTN, MARA & bank. The College are still healthy financially when I left in February 2019.

Special Projects done during times as Deputy –

- ISOS certification campus wide in November 2018
- MyQuest certification for Operational areas in 2014, 2016 & 2018
- Integration of students' data base from EMS to CMS 2017 ie centralize to corporate
- Centralization of accounts to corporate office 2016
- Liaison & integrate SLA for Sarawak centre to the rest of SEGi campuses
- Managing & reduce centre risks and to enhanced efficiency in operations

College able to show profit and bank account are healthy and yearly dividend are declared to their shareholders.

[Educations – SEGi College Sarawak \(subsidiary of SEGi Bhd\)](#)

FROM OCT 2008/9 TO 2013

VICE PRINCIPAL

Promoted as their Vice Principal to manage and oversee their Accounts & Finance & General admin. Handled their tax planning, liaison with external auditor & tax agent. Students' education loan with PTPTN, MARA & bank.

College able to show profit and bank account are healthy and yearly dividend are declared to the shareholders.

[Educations – SEGi College Sarawak \(subsidiary of SEGi Bhd\)](#)

FROM OCT 2005 TO 2008/9

HEAD OF OPERATIONS

Transferred to IBMS Kuching to oversee in Accounts & Finance. Handled their tax planning, liaison with external auditor & tax agent. Students' education loan with PTPTN, MARA & bank. Managed to collect, restructure and drawdown on pending students' loan and settled their overdraft of 5.5 millions in their bank accounts within 2 years upon joining them

[Educations - IBMS Kuching \(subsidiary of SEG\)](#)

FROM OCT 2003 TO OCT 2005

HEAD OF OPERATIONS

Transferred to Systematic Kuching to oversee in Accounts & Finance, Human resources & General admin. Handled their tax planning, liaison with external auditor & tax agent. Handled their Students' education loan with PTPTN, MARA & bank. Managed to collect, restructure and drawdown on pending students' loan and settled their overdraft of 2 million in their bank accounts within 1 year upon joining them.

[Educations - Systematic Kuching \(subsidiary of SEG\)](#)

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FROM JAN 2001 TO 2003

HEAD OF OPERATIONS

Overall management of company in Accounts & Finance, banking, Human resources & General admin. Handled their tax planning, liaison with external auditor & tax agent. Are familiar with the Sarawak Housing policies on customers' loan drawdown and liaison with Lawyers, architects and banks are good. Project Bridging loan tied up with developer & land co-owner.

Company in Construction & Property Development (Panorama Tiara Sdn Bhd previously subsidiary of KEB than Meda Bhd)

FROM 1997 TO JAN 1998 (SMART BUILD SDN BHD)

ACCOUNTS & FINANCE

Head of accounts & finance team. Handled their tax planning, liaison with external auditor & tax agent. Are familiar with the Sarawak Housing policies on customers' loan drawdown and liaison with Lawyers, architects and banks are good. Project Bridging loan tied up with developer & land co-owner.

Companies are in construction & property development

FROM OCT 1992 TO FEB 1997

ACCOUNTS & FINANCE

Head of accounts & finance - team of 6 staffs, dealing with purchasing computer hardware & software from oversea. Handled their tax planning, liaison with external auditor & tax agent. Exposed to all their international banking transaction needs. Company also customized software for port authority in Sarawak and handling their yearly maintenance.

Importer & main distributor to government sector.

FROM 1982 TO 1992

OFFICE MANAGER

Overall management in Accounts & Finance, Human resources & office operations.

Companies are in investment, manufacturing, building materials & construction.

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EDUCATION

COMPLETED IN MARCH 2005

MBA, UNIVERSITY OF SUNSHINE COAST, AUSTRALIAN
IBMS College

COMPLETED IN MAY 1982

HIGHER NATIONAL DIPLOMA IN BUSINESS STUDIES

Major in Accounts, Banking, Marketing & PA

Nene University College Northampton, UK

COMPLETED IN 1979

A-Level (Laws, Arts & Geography)

Nene University College Northampton, UK

COMPLETED IN 1977

O-Level

St. Teresa Secondary School, Kuching

OTHER PROFESSIONAL QUALIFICATION

Company Secretary License Secretary under ICSA, MAICSA