

Chua Shin Wei

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Seeking a challenging finance position to leverage my expertise in financial management, financial analysis, and team leadership.

PROFESSIONAL EXPERIENCE

AXIATA DIGITAL E-CODE (BOOST E-WALLET)

Senior Finance Executive

Kuala Lumpur, Malaysia

December 2021 - Present

- Assist the Finance Manager in all aspects of finance and accounting functions such as general ledger, accounts payable, accounts receivable, and financial reporting.
- Review month-end closing journals and intercompany transactions.
- Handle Accounts Receivables and Payables, inter-companies transactions and reconciliation and be involved in budget exercises.
- Compile and analyse Balance Sheet Reconciliation (BSR) reports.
- Prepare and analyse AR aging reports and AR listings and implement credit control measures.
- Prepare reports related to accrued marketing fund revenue, marketing reward and monthly loyalty reports.
- Prepare and analyse MA analysis reports and normalisation reports.
- Conduct bank reconciliations and prepare monthly cash flow reports.
- Mentored two proteges in developing proficiency in financial reporting. Reviewed and provided ongoing support for assigned tasks, ensuring the proteges' growth.
- Provide support during statutory audits.

CSM ENGINEERING HARDWARE SDN BHD

Business Development Manager

Shah Alam, Malaysia

May 2021–Nov 2021

- Conducted market research to identify new business opportunities.
- Played a key role in mergers and acquisitions, conducting due diligence.
- Prepared business planning presentations and proposals.
- Established rapport with potential business partners and facilitated meetings.

Senior Business Development Executive

Nov 2020–April 2021

- Prepared business planning presentations and proposals.
- Improved business operations and identified new market opportunities.
- Established a standard operating procedures (SOPs) and flow charts for new outlets, resulting in the successful and timely opening of multiple locations.
- Coordinated the opening of new CSM outlets with cross-functional teams.

CORNERSTONE PARTNERS SDN BHD

Senior Finance Executive

Kuala Lumpur, Malaysia

Apr 2019–Nov 2020

- Prepared and submitted financial and management reports in a timely manner.
- Prepared consolidated financial statements to provide a comprehensive financial overview.
- Coordinated with other departments to facilitate analysis and reporting processes.
- Ensuring smooth monthly closing activities by verifying entries from AP, AR, Treasury, and GL teams.
- Reconciled records between internal companies.
- Liaised with external auditors and tax agents to ensure compliance with audit, tax, and statutory requirements.

PB GROCERY GROUP SDN BHD

Finance, Inventory Management, and Human Resources & Administration.

Sungai Buloh, Malaysia

Oct 2017–Mar 2019

- Managed treasury functions, optimizing cash flow and liquidity management.
- Prepared and submitted financial and management reports in a timely manner.
- Managed inventory databases and reconciled actual stock counts with computer-generated reports.
- Planned and scheduled inventory activities, including cycle counting, transactions, auditing, and reporting.
- Liaised with external auditors and tax agents to ensure compliance with audit, tax, and statutory requirements.
- Computed payroll, allowances, claims, EPF, SOCSO, and PCB for employees

KAIROUS CAPITAL SDN BHD

Associate

Kuala Lumpur, Malaysia

Sep 2015–Oct 2017

- Managed bookkeeping and generated financial reports for multiple entities.
- Led the opening of both onshore and offshore company bank accounts.
- Maintained a database of companies, shareholders, and investors.
- Prepared for company incorporation in onshore and offshore jurisdictions (BVI, Seychelles, Hong Kong, and China), and liaised with company secretaries and offshore agents to ensure compliance with local and international statutory obligations.
- Computed payroll, allowances, claims, EPF, SOCSO, and PCB for employees.

SKLEW BIOTECH SDN BHD

Marketing Nutritionist

Alor Setar, Malaysia

Jan 2014–Aug 2015

- Interacted with local and international clients through email, telephone, and in-person communication channels, while also handling customer inquiries to ensure satisfaction and address concerns and staying updated on the latest government laws and regulations, both locally and internationally, to confirm product quality compliance with standards.

LEGAL AID DEPARTMENT OF PERLIS

Contract Admin

Perlis, Malaysia

Jan 2014–Aug 2015

- Interact with clients to identify their issues and needs, and subsequently assign cases and tasks to various lawyers.

EDUCATION**Universiti Malaysia Sabah**

Bachelor of Food Science with Honours, (Major in Food Science and Nutrition)
(GPA: 3.34/4.0)

Kota Kinabalu, Sabah,

Malaysia

2008-2012

SMK Perlis

Sijil Tinggi Pelajaran Malaysia (STPM)
(GPA: 3.17/4.0)

Kangar, Perlis, Malaysia

2006-2007

ADDITIONAL SKILLS

- Proficient in Microsoft Dynamic AX, Microsoft D365, Autocount, Office (Word, Excel, PowerPoint, Vision, Outlook)
- Fluent in Malay, English, Mandarin, Hokkien and Cantonese