



LEE XUAN

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With over 5 years of experience in finance and accounting, I excel in various functions including managing full sets of accounts, analyzing financial statements, reporting, credit control and more. My aim is to leverage my exceptional accounting skills to positively impact the bottom line of organizations.

WORK EXPERIENCE

MAY 2021 –
PRESENT

CALDIC MALAYSIA SDN BHD (CONNELL CALDIC)

FINANCE EXECUTIVE

1. Month-End Closing Activities:

- Prepare management report including analyze financial statements
- Process provision/prepayment and accruals for all the expenses
- Prepare unrealized foreign exchange by using Group closing rate
- Prepare provision for tax and deferred tax
- Reconcile bank statements with company records to ensure accuracy and identify discrepancies
- Prepare monthly sales and inventory report
- Reconcile Account Payable & Account Receivable transactions between sub-ledger and trial balance
- Posting adjustment journal entries

2. Account Payable (AP):

- Review and system posting of approved invoice, ensure correct of account coding and Business Unit classifications
- Review staff claim and timely reimbursement, ensure adherence to policies outlined in the employee handbook and accuracy of documentation
- Prepare weekly payment for ACH, TT & monthly tax instalment via using HSBC bank; minor involvement for ACH payment through Citibank
- Handling petty cash, ensure there is always enough cash in hand for operations use
- Prepare monthly payment schedule for non-trade
- Monitor estimated versus actual landed cost to minimize discrepancies, and ensure timely receipt of approved forwarder/transporter invoices
- Assist in record estimated landed cost when purchase order receipt
- Reconciliation of supplier statements

3. Account Receivable (AR):

- Evaluate the creditworthiness of new and existing customers for businesses operating in Malaysia, Singapore and Myanmar through financial analysis, make recommendations for credit limits and payment terms based on the findings
- Assess and release blocked customer order by considering the overdue invoice, percentage of credit limit exceeded and/or low/negative profit margin
- Prepare daily sales invoice and delivery order, ensure correct billing information to minimize the errors and unnecessary credit note
- Verify the credit note requisition submitted by Customer Representative and perform in the system
- Record collection and calculate the variance between the actual collections and the target by salesperson, both in terms of total amount and percentage achievement
- Prepare weekly collection and debtor aging reports and perform analysis on the collection, AR balances and aging
- Monitor debtor aging balances and liaise with operation team on debt collection matters
- Generate and email Statement of Account and payment reminder to all debtors on monthly basis
- Address customer inquiries and concerns related to invoices and payments promptly
- Deal with lawyer to take legal action against customers with long outstanding invoices

JAN 2020 -
MAY 2021

4. Yearly Stock-take Activities:

- Collaborate with external auditors and supply chain team to reconcile the physical stock with system records and make the necessary adjustments
- Perform system posting for authorized stock adjustments
- Assist the counter in recording the physical stock

5. Fixed Assets Management:

- Maintain records of fixed assets, including depreciation schedules

6. Intercompany Transaction:

- Process intercompany transaction in for intercompany service provided and product transfer

7. System Change Implementation Activities:

- Participate in training sessions and collaborate with project team to implement system changes (from SAP BI to JD Edward)
- Transfer data to the new system, with a primary focus on ensuring the accurate updating of the customer database
- Compile opening data for Account Receivable outstanding for project team to upload to JD Edward
- Assist in integrating the Chart of Accounts

8. Audit & Tax:

- Provide auditors with requested information, explanations, and supporting documentation in a timely manner
- Review draft audit reports and financial statements prepared by auditors for accuracy and completeness
- Respond tax queries to tax agent in a timely manner
- Review draft tax computation prepared by tax agent for accuracy and compliance with tax regulations

9. Filing System:

- Maintain and organize document copies for record-keeping purposes. Successfully managed the filing system for a single entity

ECO WORLD DEVELOPMENT GROUP BERHAD

ACCOUNT EXECUTIVE, FINANCE

- Perform monthly financial closing and ensure deadlines are met
- Prepare financial and management reports on a timely basis
- Manage full set of accounts including Accounts Receivable, Accounts Payable, Cash Management, Project Management and General Ledger
- Assist in the preparation of budgets and forecasts by providing financial data and analysis
- Check, review, monitor and reconcile all collections and related treasury functions
- Prepare financial slides and present during Joint Management Committee meetings
- Verify and review invoices and refund before generate payment
- Generate and blast billings to the property owners
- Liaise with external auditors and tax agent in preparation of Audit & Tax Schedules
- Provide e-Residential system training
- Assist sales department in performing weekend duties to increase overall sales targets

INTERN, FINANCE

- Check all collections to ensure that all records are accurately
- Verify invoices by matching purchase requisition, delivery order, purchase order and/or letter of awards
- Key in verified invoices in IFCA.net System
- Prepare payment vouchers and set-off the relevant invoices against the payment
- Arrange for daily bank in
- Assist in bank reconciliation by identifying unknown transaction
- Provide administrative support to colleagues
- Arrange various documents and handle of filing

JUN 2019 -
NOV 2019

EDUCATION

2016 - 2019

BSC. (HONS) ACCOUNTING AND FINANCE

YPC INTERNATIONAL COLLEGE IN COLLABORATION WITH
LIVERPOOL JOHN MOORE UNIVERSITY (LJMU), UK

Awarded Bachelor of Science with Honours, Class I

2015 - 2016

FOUNDATION IN BUSINESS

YPC INTERNATIONAL COLLEGE

CGPA: 3.42

Principles of Accounting (A)

Principles of Costing (A)

Principles of Finance (A)

2011 - 2014

SIJIL PELAJARAN MALAYSIA (SPM)

SMJK CONFUCIAN

SPM result: 1A- 1B+ 2B 3C 1D 1E

Principles of Accounting (A-)

SKILLS

- Computer literate and knowledge in accounting systems such as SAP Business One, Oracle JD Edward, IFCA.net, SQL Accounting, customized e-Residential accounting system
- Confidence with Microsoft Office
- Familiar with company search website for Malaysia – CTOS & Singapore – SCCB
- Strong analytical skills and attention to detail to effectively interpret and manipulate large datasets
- Interpersonal skills & Teamwork – collaborate with colleagues from both within and different departments to achieve common goals
- Attention to detail and accuracy in record-keeping

ACTIVITIES

- Served as emcee for Connell Caldic Y2024 Raya celebrations
- As a committee member of Connell Caldic Y2023 annual dinner, primarily responsible for gift arrangements
- Active member of Diabolo Club in secondary school, provided excellence service as Secretary and involved in many on-campus and off-campus performance
- Passed the class 8 in the abacus test and class 7 in the mental calculation test