

## Contact

+60162898956 (Mobile)  
shaohui.poey@gmail.com

www.linkedin.com/in/shpoey  
(LinkedIn)

## Top Skills

Key Performance Indicators  
Personal Tax Planning  
Business Partner Support

## Languages

Malay (Professional Working)  
Chinese (Simplified) (Professional Working)  
Cantonese (Native or Bilingual)  
English (Native or Bilingual)

## Certifications

Professional Networking

# Shao-Hui Poey

Senior Finance Manager, FP&A & Business Partner at XCL Education Malaysia  
Petaling Jaya, Selangor, Malaysia

## Summary

A Finance leader with a robust background in steering financial performance and strategic decision-making. Currently spearheading finance business partnering for 45 REAL Kids Centers across Malaysia, I play a pivotal role in aligning financial strategies with overall business goals. Proficient in financial planning and analysis, I excel in executing budgeting and forecasting activities, providing valuable insights to drive business improvement.

Accomplishments include streamlining month-end close activities, reducing outstanding receivables, and actively contributing to the migration to a new student management system. With extensive experience in subsidiary management, project leadership, and client portfolio oversight, I bring a wealth of expertise to any finance team.

---

## Experience

### XCL Education Malaysia

2 years 1 month

#### Senior Finance Manager (FP&A & Business Partner)

July 2024 - Present (2 months)

Federal Territory of Kuala Lumpur, Malaysia

REAL Kids is the largest owner-operated preschool in Malaysia with 45 centres across the country. For 36 years we have provided affordable quality preschool education to more than 80,000 children.

#### Responsibilities:

- Head of Department (HOD) for REAL Kids SBU.
- Leading and managing finance business partnering for 45 REAL Kids Centers across all regions in Malaysia.
- Play a pivotal role in driving financial performance and strategic decision-making for SBU.

- Collaborate with cross-functional teams and providing valuable insights to achieve business objectives.

#### Financial Planning and Analysis:

- Preparing & managing the execution of financial planning, budgeting, and forecasting activities.
- Analyze financial performance, variances, and trends to identify opportunities & gaps for business improvement.
- Prepare monthly financial reports and decks for Senior Leadership Team and stakeholders.

#### Strategic Business Partnering:

- Partner with senior leadership to align financial strategies with overall business goals.
- Provide financial insights and recommendations to support strategic decision-making.
- Prepare ad-hoc financial analysis and scenario planning to assess potential initiatives and investments.
- Streamlining internal control systems and SOP for the SBU.

#### Projects:

- Acting as project lead for REAL Kids petty cash digitization solution.
- Acting as project lead for REAL Kids implementation of the new student management and billing system.

#### Achievements:

- Streamlined month-end close activities to 5 work days, via tighter control of process & procedures and automation of reports from the student management system to reduce manual processes.
- Reduction in long outstanding receivables, from 93 days to 12 days within 5 months.
- Digitized petty cash & expense reports for all branches & achieving time cost savings of 344 man-hours per month.

#### Finance Manager (FP&A & Business Partner)

August 2022 - June 2024 (1 year 11 months)

Kuala Lumpur, Federal Territory of Kuala Lumpur, Malaysia

#### Kossan Rubber Industries Berhad

2 years 6 months

## Assistant Accountant (Finance Operations)

December 2021 - July 2022 (8 months)

Selangor, Malaysia

### Responsibilities:

- Head of Department (HOD) of the preparation of statutory and management accounts for a subsidiary consisting 3 strategic business units (SBU) manufacturing plants of Rubber Gloves Division in Kossan Group of Companies.
- Internal initiative to transfer from ERP Project Lead to Finance Operations Lead due to manpower shortage and urgent business needs.

### Achievements:

- Accomplished process improvement by streamlining treasury process in SBU such as eliminating excess cash handling for staff claims by changing method of reimbursement to GIRO payment. Significantly reduced the risk of cash misappropriation.
- Accomplished process improvement by streamlining treasury process in SBU such as eliminating usage of bank draft as mode of payment by changing to JOMPAY & FPX. Significantly reduced the turnaround processing time & introduced cost savings from bank fees incurred by bank draft.

### Financial Reporting:

- Prepares and reviews for month end financial, management reports and variance analysis for management meetings.
- Compile & analyze data to look into areas of improvements including month end financial reports, quarterly reports & other ad-hoc reports as requested by management when required.
- Prepares monthly accounts in accordance with accounting standards and group accounting policies.
- Prepares annual financial statements & supports the tax department for tax related matters.
- Review and improve existing system and internal control procedures.
- Manage & review bank reconciliations and cash flow management.
- Works closely with stakeholders with regards to accounting matters.

### Audit Compliance:

- Responsible for overseeing & finalizing internal and external statutory audit queries.
- Collaborate with external auditors during the audit process.

#### Tax Compliance:

- Coordinate & support the preparation of GST reports, SST exemption reports, SST matters, & other compliance reports required by the government regulatory and local authorities.

#### Assistant Accountant (ERP Project Lead)

February 2020 - November 2021 (1 year 10 months)

Selangor, Malaysia

#### Responsibilities:

- Appointed as project lead for ERP system implementation for Glove Division & Technical Rubber Product Division.

#### Stakeholder Engagement:

- Liaise with stakeholders to understand existing processes and policies, data mining such as process flow-charts, prepare reports on the requirements for the data migration.

#### Process Improvement:

- Streamlined and perform continuous process improvement & standardization for accounting processes & policies across Kossan Group of Companies.

#### Achievements:

- Streamlined & revised Fixed Asset Policy to closely reflect the needs & requirements of Kossan Group.
- Streamlined & revised Chart of Accounts for the new ERP accounting system to closely reflect the needs & requirements of Kossan Group.
- Successfully implemented Microsoft SharePoint to improve the efficiency & effectiveness of information sharing for Finance Department within the Kossan Group.
- Successfully implemented Area Code Project for CAPEX & OPEX analysis purposes for Kossan Group.

#### Henkel

Senior Accountant - MY/SG

June 2019 - January 2020 (8 months)

Kuala Lumpur, Federal Territory of Kuala Lumpur, Malaysia

Henkel is the world market leader in adhesives, sealants and surface treatments for consumers, craftsmen and industrial applications.

#### Responsibilities:

- Person in Charge (PIC) and sole contributor for local finance for Malaysia & Singapore (MY/SG) entities.

#### Financial Reporting:

- Overseeing and preparing group reporting package with the support from Manila Shared Service Team (MSST).
- Reviews of individual financial statement according to Local GAAP.
- Ensures compliance to Corporate Standard Accounting, statutory and local tax requirements.

#### Audit Compliance:

- Responsible for overseeing & finalizing internal and external statutory audit queries.
- Collaborate with external auditors during the audit process.

#### Tax Compliance:

- Coordinate & support the preparation of GST reports, SST exemption reports, SST matters, & other compliance reports required by the government regulatory and local authorities.

#### Treasury:

- Monthly monitoring & reviewing of treasury activities e.g. cash flow management, bank administration & other activities.

#### Stakeholder Engagement:

- Works closely with MSST, guides MSST staffs and other functional units with respect to accounting matters in accordance to company's policy.

### Kossan Rubber Industries Berhad

#### Assistant Accountant

November 2016 - June 2019 (2 years 8 months)

Selangor, Malaysia

KOSSAN is one of the largest producer of disposable latex and nitrile gloves in Malaysia. KOSSAN has an annual gloves production capacity of 32 billion pieces.

#### Responsibilities:

- Head of Department (HOD) of the preparation of statutory and management accounts for a subsidiary consisting 4 strategic business units (SBU)

manufacturing plants of Rubber Gloves Division in Kossan Group of Companies.

Achievements:

- Accomplished in setting up 4 SBU manufacturing plants with complete business licenses
- Accomplished in setting up the accounts department and overseeing the accounting operations of 7 staffs as team lead.
- Successfully integrated GST module with SAP B1 in 2015
- Successfully integrated SST module with SAP B1 in 2018.

Financial Reporting:

- Prepares and reviews for month end financial, management reports and variance analysis for management meetings.
- Compile & analyze data to look into areas of improvements including month end financial reports, quarterly reports & other ad-hoc reports as requested by management when required.
- Prepares monthly accounts in accordance with accounting standards and group accounting policies.
- Prepares annual financial statements & supports the tax department for tax related matters.
- Review and improve existing system and internal control procedures.
- Manage & review bank reconciliations and cash flow management.
- Works closely with stakeholders with regards to accounting matters.

Audit Compliance:

- Responsible for overseeing & finalizing internal and external statutory audit queries.
- Collaborate with external auditors during the audit process.

Tax Compliance:

- Coordinate & support the preparation of GST reports, SST exemption reports, SST matters, & other compliance reports required by the government regulatory and local authorities.

Projects:

- Supported the GST implementation and SAP B1 system integration project in 2015.
- Supported the SST implementation and SAP B1 system integration project in 2018.

## Chew Whye Lee PAC

### Senior Audit Associate

June 2013 - October 2016 (3 years 5 months)

Singapore

#### Responsibilities:

- Managing diversified client portfolio with an average of 60 clients over the employment tenure.
- Direct reporting line to the Partners with regards to matters relating to client engagement, identifying audit & accounting issues and resolving audit review points.

#### Statutory audit:

- Identifies audit, accounting & operational issues and provide solutions during client engagement meetings.
- Understanding of clients' business and its accounting process for effective formulation of audit program and assessment of risks
- Reviews client's financial statements in accordance with FRS and Singapore Companies Act.
- Preparation of reports for reviews. E.g. audit outcomes, compliance report & policies & etc.
- Manage clients with regards to the audit findings that require management's attention.
- Review client's operational flow & internal controls to identify weaknesses and provides solutions or areas of improvement.
- Preparation of draft Audited Financial Statements.
- Reviews, evaluates and recommends approval of reports, management letters and other communications to the client.
- Review audit objectives and develops audit program, including time cost estimates, scope & plan of work and detailed steps required to collect data for audit documentation of evidences.
- Responsible for preparing the audit working papers from the planning stage to final stage of the audit. Review audit strategies memorandum and summary review memorandum.

#### Corporate Tax:

- Preparation tax computation for clients' Corporate Income Tax Returns (CIT).

#### GST Reporting:

- Submission of GST-F5 returns to Inland Revenue of Singapore (IRAS) for clients

#### Projects & Achievements:

- Active involvement during Practice Monitoring Program (PMP) of the firm conducted by Institute of Singapore Chartered Accountants (ISCA).

#### C.K. Cheah & Co.

##### Audit Associate

April 2012 - February 2013 (11 months)

Selangor, Malaysia

#### Responsibilities:

- Managing diversified client portfolio with an average of 12 clients over the employment tenure.
- Direct reporting line to the Audit Manager with regards to matters relating to client engagement, identifying audit & accounting issues and resolving audit review points.

#### Statutory audit:

- Identifies audit, accounting & operational issues and provide solutions during client engagement meetings.
- Understanding of clients' business and its accounting process for effective formulation of audit program and assessment of risks
- Reviews client's financial statements in accordance with FRS and Singapore Companies Act.
- Preparation of reports for reviews. E.g. audit outcomes, compliance report & policies & etc.
- Manage clients with regards to the audit findings that require management's attention.
- Review client's operational flow & internal controls to identify weaknesses and provides solutions or areas of improvement.
- Preparation of draft Audited Financial Statements.
- Reviews, evaluates and recommends approval of reports, management letters and other communications to the client.
- Review audit objectives and develops audit program, including time cost estimates, scope & plan of work and detailed steps required to collect data for audit documentation of evidences.
- Responsible for preparing the audit working papers from the planning stage to final stage of the audit. Review audit strategies memorandum and summary review memorandum.

#### Accounting Services:



- Prepares the yearly accounts for small medium enterprises (SMEs) with UBS Accounting Software.

#### Corporate Tax:

- Preparation tax computation for clients' Corporate Income Tax Returns (CIT).
- Preparation CP204 for tax estimation for clients based on Year Assessment (YA).

#### Personal Income Tax:

- Preparation Form B for personal income tax submission for sole proprietorships and partnerships businesses.

#### Achievements:

- Managing own client's portfolio after 2 months of working experience.

---

## Education

### Curtin University

Bachelor's Degree, Bachelor of Commerce (Accounting & Finance) · (2008 - 2011)

### Metropolitan College

University Foundation Certificate, Business Studies · (2007 - 2008)