

Chong Jia Qing

016-531 4026



Cjq090495@gmail.com



PV13, Block B, 12-13A, Jalan
Danao Kota, 53300 Setapak,
Kuala Lumpur



<http://linkedin.com/in/jia-qing-chong-498381180>



PROFILE

Experienced in Finance in share services industry. Skilled in SAP, Microsoft Excel, Financial Analysis, Financial Statement and Financial Accounting. Strong accounting professional graduated from Tunku Abdul Rahman University College.

EXPERIENCES

FINANCE AND ADMIN EXECUTIVE (February 2022 – Present)

Panasonic Management Malaysia (Division for Panasonic Malaysia Sdn Bhd)

Financial Reporting

- Provide financial reporting transaction processing support and ensuring delivery quality in terms of accuracy, completeness, and timeliness on daily basis.
- Manage cost allocation and classifications to cost centre.
- Provide insightful analysis and explanation for variances.
- Review balance sheet reconciliations and analyses, addressing discrepancies and ensuring data accuracy.
- Perform review for completeness and correctness financial reporting and provide meaningful commentaries of the variances for each division.
- Collaborate with cross-functional teams to gather necessary information and documentation for financial reporting.
- Hands on experience in preparation of the direct & indirect tax declaration, corporate income tax provision calculations, deferred tax provision calculation.

Process Enhancement

- Continuously assess and enhance the current accounting processes, identifying opportunities for automation, efficiency improvements, and optimization of workflows.
- Identify opportunities for standardization and simplification across current accounting processes.
- Ensure compliance with accounting standards, company policies and internal controls.
- Willing to consider new ideas to share with other team members to improve work efficiency.

EDUCATION

Bachelor in Accounting (Honours)

CGPA : 2.83/4.00

(May 2016 – May 2019)

TUNKU ABDUL RAHMAN

UNIVERSITY COLLEGE

**Diploma in Business Studies
(Accounting)**

CGPA : 2.83/4.00

(May 2014 – May 2016)

TUNKU ABDUL RAHMAN

UNIVERSITY COLLEGE

LANGUAGE

English



Mandarin



Cantonese



Malay



AUDIT SEMI SENIOR (August 2021 – January 2022)

YYC Advisors

- Analyse financial statements and transactions, ensuring accuracy, completeness, and compliance with accounting principles.
- Collecting and examining financial documents, records, and reports to ensure accuracy and completeness.
- Maintaining comprehensive and organized documentation of audit procedures, findings, and evidence.
- Preparing detailed audit reports that summarize findings, conclusions, and recommendations.
- Performing detailed testing of transactions and balances to verify the validity and accuracy of financial statements.
- Identify temporary differences between accounting income and taxable income, such as depreciation, provisions, and accruals.

AUDIT JUNIOR (August 2019 – July 2021)

Wong & Co PLT

- Assisting in the preparation of audit working papers and ensuring all necessary documentation is complete and accurate.
- Performing sample testing of transactions and balances to verify accuracy and compliance.
- Maintaining organized and detailed documentation of audit procedures and findings.
- Conducting basic analyses of financial statements and data to identify discrepancies or unusual patterns.
- Calculate the yearly income tax liabilities to ensure accuracy and compliance with Malaysian tax laws and regulations.
- Ensure timely submission of tax returns to avoid penalties, adhering to deadlines set by the LHDN.

AUDIT TRAINEE (October 2017 – March 2018)

Emkay Tang & Co

- Responsible for learning and applying technical skills and work as part of team to carry out audit tasks under supervision of audit seniors.

SKILLS & TOOLS

- Microsoft Excel, Microsoft Word, Microsoft PowerPoint
- Troubleshooting skills and analyse problems and make well-reasoned conclusions and decisions with effective communication.
- SAP (ECC), Audit Express (AXP), Auto SME, Biztax & Autocount.

ACTIVITIES

- Process Enhancement for Automation to reduce time cost given.