

PERSONAL INFORMATION

Gender: Female
Nationality: Malaysia
Address : No 288, Jalan PV8,
Parkvilla, Bandar Bukit Puchong
2,47120 Puchong Selangor,
Malaysia

HIGHLIGHTS

1. > 20 years of experience with more than 15 years in managerial level
(September 2007 – Present)
2. Various experience in Finance functions including restructuring
3. 17 years of experience in consolidation at Group and Divisions
(November 2004 – Present)

MEMBERSHIP

1. Fellow member of Association of Chartered Certified Accountants
2. Member of Asean Chartered Professional Accountant
3. Member of Malaysian Institute of Accountant

EDUCATION

1. Association of Chartered Certified Accountants (ACCA)
2. International Islamic University Malaysia
Bachelor of Accounting

LANGUAGES

Malay

English

Naimah binti Mohd Noor

Accounting & Finance

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EXPERIENCE

(August 2023 – Present)

Head, Group Finance Operations

Sapura Energy Berhad

- ✓ Responsible for overall reporting functions within Sapura Energy Group i.e. SEB Group, E&C, O&M and Drilling divisions and completion of SEB Group and its subsidiaries' audited accounts.
- ✓ Liaise with external and internal auditors and ensure compliance to statutory and internal reporting requirements
- ✓ Involve in the O&M annual strategic plan and drive the annual planning and budgeting process
- ✓ Supervise the divisional (O&M) monthly forecasting activities and projects performance
- ✓ Involved in the review of project performance
- ✓ Deliver financial insights and collaborate with business leaders within the division and responsible for driving cost control
- ✓ Work closely with Tax Department in ensuring compliance to all relevant taxes, filing requirements and transfer pricing regulations
- ✓ Monitor Corporate costs
- ✓ Involved in special projects

(April 2022 – July 2023)

Head, Finance Operations

Sapura Energy Berhad

- ✓ Responsible for overall reporting functions of the Engineering & Constructions ("E&C") and Operations & Maintenance divisions ("O&M").
- ✓ Liaise with external and internal auditors and ensure compliance to statutory and internal reporting requirements
- ✓ Involve and assist Group Accounts in the preparation of divisional (E&C and O&M) financial statements and management reports for presentation to Executive Committee and Board of Directors that summarizes the divisional financial performance
- ✓ Deliver financial insights and collaborate with business leaders within the division and responsible for driving cost control
- ✓ Work closely with Tax Department in ensuring compliance to all relevant taxes, filing requirements and transfer pricing regulations.
- ✓ Involve in the O&M annual strategic plan and drive the annual planning and budgeting process
- ✓ Supervise the divisional (O&M) monthly forecasting activities and projects performance
- ✓ Implement cash flow management and work closely with Treasury to ensure divisional (O&M) cash flow is appropriate and sustainable

(April 2021 – March 2022)

Chief Financial Officer – Operation & Maintenance Division

Sapura Energy Berhad

- ✓ Responsible for overall Finance and Controlling functions of the division.
- ✓ Supervise the monthly divisional reporting and forecasting activities and monitor divisional monthly financial and projects performance
- ✓ Liaise with external and internal auditors and ensure compliance to statutory and internal reporting requirements
- ✓ Involve and assist Group Accounts in the preparation of divisional financial statements and management reports for presentation to Executive Committee and Board of Directors that summarizes the divisional financial performance
- ✓ Involve in the divisional annual strategic plan and drive the annual planning and budgeting process
- ✓ Deliver financial insights and collaborate with business leaders within the division and responsible for driving cost control
- ✓ Work closely with Tax Department in ensuring compliance to all relevant taxes, filing requirements and transfer pricing regulations.
- ✓ Implement cash flow management and work closely with Treasury to ensure divisional cash flow is appropriate and sustainable

(Dec 2018 – April 2021)

General Manager, Finance (Engineering & Construction Division)

Sapura Energy Berhad

- ✓ Drive and supervise the overall finance reporting functions globally within the Engineering and Construction Division (E&C) and ensure compliance to statutory compliance in all jurisdiction
- ✓ Liaise with external and internal auditors and ensure compliance to statutory and internal reporting requirements
- ✓ Oversee and drive divisional monthly and fiscal activities, including reporting, forecasting, auditing and budgeting
- ✓ Involve and assist Group Accounts in the preparation of divisional financial statements and management reports for presentation to Executive Committee and Board of Directors that summarizes the divisional financial performance
- ✓ Identify and address financial risks and opportunities for the division
- ✓ Work closely with Tax Department in ensuring compliance to all relevant taxes, filing requirements and transfer pricing regulations

(May 2017 – Dec 2018)

Head of Reporting, Finance Operations

Sapura Energy Berhad

- ✓ Responsible for overall Finance (Reporting/ Accounts Payables/Accounts Receivables and Treasury) , and Controlling functions within Drilling Division
- ✓ Supervise the overall finance reporting functions within the Engineering & Constructions (E&C) globally
- ✓ Review and assess capital expenditure proposals and the financial status of operational projects
- ✓ Monitor monthly reporting and forecasting activities
- ✓ Ensure statutory accounts, and internal reporting are delivered timely in accordance with local statutory requirements
- ✓ Drive the divisional annual budget exercise, and responsible to review, monitor and control the implementation of departmental capital and operational budget and accountable to ensure all expenses are efficiently managed within the approved budget
- ✓ Work closely with Tax department to ensure compliance to tax related regulations, laws and filing requirements in all jurisdictions, globally.

(August 2016 – May 2017)

Head of Business Control – Drilling Division

Sapura Energy Berhad

- ✓ Lead controlling function in Drilling Division
- ✓ Provide in-depth analysis on rigs financial performance to support strategic decision making
- ✓ Supervise the monthly rigs financial projections and closely monitor the rig expenses
- ✓ Act as business partner to rig managers and provide support to other operational heads.
- ✓ Monitor the divisional and rigs capital expenditure requirements and commitment
- ✓ Facilitate monthly rig financial KPI review with Operations team and present monthly Financial KPI and Risk Matrix to internal management
- ✓ Review divisional monthly reporting and forecasting activities
- ✓ Involve in the annual audit and responsible to ensure compliance to statutory requirements
- ✓ Drive divisional annual planning and budgeting activities and the preparation of 5 -year financial model

(May 2013 – August 2016)

Senior Manager, Corporate Accounts

Sapura Energy Berhad

- ✓ Implement a strong financial reporting framework in support of statutory requirements
- ✓ Develop the Accounts and Reporting functions into a technically sound support unit with the requisite capacity and capabilities to serve Group requirements

- ✓ Work closely with divisional financial controllers ensure compliant to statutory and MFRS requirements at segmental and consolidated levels
- ✓ Monitor Group's monthly reporting activities and oversee preparation of quarterly financial results for bursa announcement
- ✓ Involve in the preparation of Group quarterly financial reports and presentations to Board audit committee
- ✓ Assist in the Group planning and budgeting process

(October 2012 – May 2013)

Senior Manager, Group Accounts

MISC Berhad

- ✓ Drive and supervise the overall reporting functions within the Group and Company
- ✓ Focal person for the Group's Limit of Authority ("LOA") and responsible to review the LOA from time to time
- ✓ Lead and guide the preparation of Group audited accounts, quarterly Bursa announcements, Board papers, Board presentations and analyst briefing slides
- ✓ Lead and guide the preparation of financial modelling for annual credit rating review by credit rating agencies and provide quarterly updates to the rating agencies
- ✓ Involve in the Group's corporate exercise and special projects. Collaborate with other departments in providing strategic recommendations to management
- ✓ Supervise and lead the preparation of Finance division budgeting process and assist in the Group's budgeting activities
- ✓ Strategise and plan training programs for Finance Fraternity across the Group

(September 2007 – October 2012)

Manager, Group Accounts and Statutory Reporting

MISC Berhad

- ✓ Manage the timely preparation of periodic statutory financial statements for MISC Group
- ✓ Ensure all external and internal reporting are in compliance to accounting, statutory and internal reporting requirements.
- ✓ Manage and facilitate the preparation of quarterly Group financial and operational performance reports for presentation to Board Audit Committee, Board of Directors and Analysts
- ✓ Manage the preparation of budgeting and financial reporting of special purpose vehicles and investment holding companies

- ✓ Monitor Company's fixed assets reporting
- ✓ Maintenance of SAP system and consolidation module
- ✓ Involve in PPA exercise for new acquisitions and focal person for adoption of new accounting standards

(November 2004 – September 2007)

Senior Executive, Group Accounts and Statutory Reporting

MISC Berhad

- ✓ Preparation of quarterly Group financial reports for presentation to Board Audit Committee, Board of Directors and Analysts
- ✓ Preparation of MISC Group audited accounts, Quarterly Bursa announcement and monthly Group Financial results and variance analysis against budget and prior periods for managements' consumption
- ✓ Preparation of intercompany reconciliation
- ✓ Maintenance of SAP system and consolidation module to be in line with latest reporting requirements

(May 2001 – November 2004)

Executive, Group Internal Audit

MISC Berhad

- ✓ Perform operational audit for various MISC's business units and subsidiaries
- ✓ Identify problems and provide recommendations for any non-compliance to Group's policies and procedures
- ✓ Assist team leader in implementing risk management assessment to identify business risks
- ✓ Perform special audit at the request of the management

(August 2000 – December 2000)

Management Trainee

Permodalan Nasional Berhad

- ✓ Involve in marketing department to market ASNB's product