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| **Muhammad Asyraf bin Muhammed Salehudin** | | | | | | |
| Address : | | | No. 36, Jln 8/30B, Seksyen 8,  43650 Bdr Baru Bangi,  Selangor. | |  | |
| Phone : | | | 012-3996164 | |
| Email : | | | taban98@gmail.com | |
|  | | | **Profile** | |  | |
| A disciplined, highly motivated, and quick learner with a strong commitment to excellence. I am driven by a deep desire to succeed and contribute meaningfully to the organization’s goals. With proven experience in financial management, I am confident in my ability to perform effectively and positively impact the company’s growth and reputation. I strive to continuously enhance my skills and deliver value to my team and the organization. | | | | | | |
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|  | | | **Work Experience** | |  | |
|  | **Assistant Vice President 1**  **UDA Land Sdn Bhd** | | | | **Sept 2022 - present** | |
|  | * Oversee the preparation and timely submission of monthly financial reports, annual budgets, forecasts, five-year financial plans, and statutory financial reporting. * Allocate resources effectively and manage the company's cash flow while ensuring appropriate treasury controls are in place. * Supervise Accounts Payable, Accounts Receivable, Tax, Treasury, Payroll, Financial Accounting, and Management Accounting functions. * Advise on and implement best practices aimed at increasing revenue and reducing operational costs. * Manage and monitor all aspects of budgeting, accounting, billing, collections, and tax information. * Ensure all accounting activities and internal audits are compliant with financial regulations and standards. * Work closely with Operations and Sales departments on costing, budgeting, cost control, and gross margin analysis to drive business efficiency. * Close monthly accounts and perform reconciliations by the 7th of every month. * Ensure the withdrawal of HDA amounts aligns with budgeted projections. * Address and resolve all audit matters, including internal audits, ISO audits, and audited financial statements. * Coordinate with bankers, internal and external auditors, tax consultants, and company secretaries to ensure compliance and resolve financial matters as needed. * Ensure the proper and effective management of regional offices, adhering to operating policies, standards, procedures, and financial policies. * Report directly to the Chief Operating Officer of UDA Land Sdn Bhd and the Senior Vice President of Finance, Property Division, UDA on all financial matters. | | | | | |
|  | **Finance Manager**  **Kelana Jaya Medical Centre & Taman Desa Medical Centre** | | | | **Jul 2018 – Aug 2022** | |
|  | * Lead and manage the finance team to oversee the full spectrum of financial reporting and accounting activities. * Review monthly and yearly financial reports prepared by the finance team, ensuring compliance with MFRS and other relevant standards. * Oversee audit and tax matters, liaising with auditors and tax agents to ensure timely submission of financial statements and tax filings. * Prepare financial reports for Operational, Quarter Review, and Board of Directors meetings, highlighting performance against previous periods and budgets. * Provide insights into the financial health of the organization and develop strategies to optimize cash flow and investments. * Develop and maintain financial policies, procedures, and controls to ensure efficient financial operations. * Coordinate with external stakeholders, including auditors, tax agents, bankers, and customs officials. * Prepare business plans and annual budgets, including short- and long-term financial strategies. * Lead credit control functions to ensure maximum debt collection and minimize financial risk. * To assist General Manager on hospital operation matters on finance, procurement and stock management. * Responsible in cash flow management by planning and monitoring the cash flow and to look for profitable short term or long term investment placement. | | | | | |
|  | **Finance & Accounts Manager**  **National Institutes of Biotechnology Malaysia** | | | | **Aug 2012 - Jun 18** | |
|  | * Managed full accounting and financial functions for the company and three institutes under NIBM. * Led the preparation and monitoring of company budgets, including project forecasts and financial reports. * Consolidated financial transactions and reports for multiple entities, ensuring compliance with statutory obligations. (previously under MOSTI). * To lead the preparation of monthly and yearly financial report and financial analysis for company and MOSTI * To monitor all company projects which has been approved and awarded by MOSTI or other agencies. * Liaised with external auditors, tax agents and Customs to prepare audited financial statements, tax filings & GST. * Coordinated project financials, preparing reports and final accounts for completed projectsas well as for ongoing projects * To prepare “final account” for all completed projects and to surrender back unutilized funds to respective source of funds. * Cash flow planning, execution, and monitoring, including short- and long-term investment strategies. * To develop, implement and review of the department/division policy and procedures and to propose new procedures when necessary. * Chaired the financial and price evaluation committee for tenders, overseeing financial aspects of bids and contracts. | | | | | |
|  | **Manager (Head of Management Accounts Department)**  **UNITAR International University** | | | | **Aug 2011 – Aug 2012** | |
|  | * Prepared financial reports and analysis on a monthly and yearly basis for the company and university. * Led the budget preparation and monitoring process, ensuring financial goals were met. * Managed treasury functions, including cash flow monitoring and investments (REPOs, FDs). * Liaise with bankers and PTPTN on banking matters and fee collections * Coordinated with auditors and tax agents for financial statements and tax filings. * Prepared Board of Directors (BOD) papers and provided strategic financial advice. | | | | | |
|  | **Project Accountant**  **CCM Chemicals Sdn Bhd** | | | | **Feb 2010 – Jul 2011** | |
|  | * Reviewed monthly financial accounts by Finance Manager and prepared reports for CCM Berhad (HQ). * Managed consolidation of financial accounts and ensured compliance with company regulations. * Oversee company’s financial regulations or procedures and to propose new procedures when necessary. * Coordinated with external auditors and tax agents for financial and tax matters. * Assisted with budget preparation and financial reporting for the company. | | | | | |
|  | **Head Of Finance Department**  **UDA Land (Central) Sdn Bhd (Subs of UDA Holdings Bhd)** | | | | **Apr 2005 – Jan 2010** | |
|  | * Managed company budgets and project development budgets. * Prepared financial reports for holding company and Board of Directors. * Coordinated year-end audits (internal and external) and managed company tax matters. * To ensure loan documentations, progress claims to purchaser and financier are done correctly. * Liaise with bankers on company’s banking matters. * Member of company’s Tender Committee and Product Development Committee. | | | | | |
|  | **Teliti Computers Sdn Bhd**  **Senior Executive, Executive & Accounts Assistant** | | | | **Dec 1997 – Mar 2005** | |
|  | * Full set of accounts preparation * Preparation of company’s budget and project development budget. * Monitored inventory movements, conducted stock counts, and maintained fixed asset registers. * Consolidation of accounts * Corporate banking matters | | | | | |
|  | | **Education / Professional** | | | |  |
|  | MIA member  Bachelor in Accounting (Hons)  SPM (Grade 1) & SRP (Grade A) | | | Since 2002  Jul 1992 – Sep 1997  Jan 1987 – Nov 1991 | | |
|  | | **Skills** | | | |  |
|  | Microsoft Office (Word, Excel, Powerpoint)  MYOB  ACCPAC | | | |  | |
|  | | **Salary/Package** | | |  | |
|  | Gross salary : RM12,503  Telecommunication allowance : 250/monthly  Entertainment allowance : 600/monthly | | | |  | |