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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.
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|  | **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.
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|  | **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.
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|  | **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.
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|  | **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.
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|  | **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.
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|  | **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
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|  | **Education / Professional**  |  |
|  | MIA memberBachelor in Accounting (Hons)SPM (Grade 1) & SRP (Grade A) | Since 2002Jul 1992 – Sep 1997Jan 1987 – Nov 1991 |
|  | **Skills** |  |
|  | Microsoft Office (Word, Excel, Powerpoint)MYOBACCPAC |  |
|  | **Salary/Package** |  |
|  | Gross salary : RM12,503Telecommunication allowance : 250/monthlyEntertainment allowance : 600/monthly |  |