

# Nuradlina Atikah binti Mohd Zainudin

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## Professional Summary

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Experienced Accounts Payable Professional with a strong background in financial operations, payment processing, and transaction reconciliation. Adept at managing accounts payable, resolving discrepancies, ensuring compliance with policies, and meeting deadlines. Skilled in SAP, Microsoft Excel, and financial reporting, with a track record of optimizing efficiency and accuracy in financial operations.

## Work Experience

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### EON Berhad

(June 2017 – Present)

#### *Treasury & Credit Control Executive (Account Payable)*

- Led and reviewed payment processing, ensuring accuracy, compliance, and adherence to company policies and SLA requirements (2 days before the payment date).
- Supervised the processing of car stock purchases, cash advances, petty cash, staff claims, traveling claims, meal claims, and expense claim reimbursements, ensuring approval accuracy.
- Managed local and international treasury payments, including Statutory Payroll Payments, HRDC payments, IBFT, RENTAS, OMP, Telegraphic Transfer, JomPAY, GIRO, Cheque, and Bank Draft, ensuring accuracy, compliance, and appropriate payment methods.
- Prioritized and reacted according to the urgency of payments to ensure smooth financial operations.
- Resolved IBG rejections, cheque cancellations, and ensured accurate updates to stakeholders.
- Processed B2B insurance payments corporate card, credit card transactions, and enforced compliance regulations for CFO.
- Processed corporate credit card payments, ensuring accurate tracking and reconciliation for all HOD.
- Managed daily bank statements and merchant report for multiple branches.
- Maintained staff and vendor IDs in SAP, ensuring correct payment setups and updates.
- Responsible for reversing SAP payment vouchers for all company transactions nationwide, ensuring compliance and timely updates.
- Processed floor stock redemption payments from Standard Chartered to Maybank2E, ensuring speed and accuracy.
- Managed credit card, Touch 'n Go, and QRPAY processing, ensuring reports and accuracy.
- Issued journal entries for bank charges.
- Executed the accounts payable month-end process, ensuring prompt reconciliation and clearance of account items while preparing comprehensive month-end reports.
- Processed company SST and withholding tax payment, ensuring adherence to statutory requirements.
- Participated in UAT for SAP upgrade, ensuring a smooth transition and system functionality.
- Participated in UAT for HRX app, testing new claim features to improve efficiency and accuracy.
- Conducted stock take for branches every six months, ensuring accurate inventory management.
- Provided assistance and support to the manager in managing internal and external audit requests, actively participated in compliance audits, and efficiently addressed audit queries.

- Liaised with banks for payment processing by verifying transactions, managing local and international payments, maintaining proper records for reconciliation, liaising with banks and internal teams, and optimizing processes to enhance efficiency while ensuring compliance with financial regulations.
- Awarded Best Employee 2018 for outstanding performance and efficiency.

#### **CIMB Group**

**(June 2016 – June 2017)**

##### *Training Coordinator (SL1M)*

- Attended seminars and meetings to learn new training methods and techniques and used the knowledge to prepare and coordinate future training sessions.
- Managed the production of program marketing material in collaboration with the marketing team.

#### **Euromobil Sdn Bhd**

**(March 2016 – May 2016)**

##### *Parts Assistant (Internship)*

- Assisted in procurement, invoice processing, and vendor coordination.

### **Key Skills**

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- Accounts Payable - Overseeing invoice processing, staff advances, and approvals.
- Financial Reconciliation - Managing payables aging, bank reconciliations, and unmatched transactions.
- Process Optimization & Compliance - Ensuring budget compliance and timely resolutions.
- Treasury & Cash Flow Management - Handling petty cash, GL coding, and annual confirmations.
- ERP & Financial Systems - Proficient in SAP, Microsoft Excel, and financial reporting tools.
- Problem Solving & Attention to Detail - Resolving discrepancies and optimizing financial operations.

### **Education**

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#### **Universiti Tenaga Nasional (UNITEN)**

**(May 2013 – May 2016)**

Bachelor in Finance (Hons)

#### **Universiti Tenaga Nasional (UNITEN)**

**(May 2012 – May 2013)**

Foundation in Finance