



Latifah Binti Ibrahim  
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**Summary:** With over 20 years of comprehensive experience in Accounts Payable (AP) management, I have developed an in-depth understanding of all aspects of AP processes, from invoice processing and vendor management to reconciliations and payment forecasting. I am highly proficient in streamlining AP workflows, ensuring timely and accurate payments, and maintaining strong relationships with vendors and internal teams. My experience spans across multiple industries include healthcare, plantation, properties and facilities services, enabling me to adapt very well and excel in diverse organizational environments.

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## CAREER HISTORY

### **Senior Finance Executive at Alty Orthopaedic Hospital (Oct 2020 – Present)**

- Invoice Processing & Verification: Efficiently review, verify, and process high volumes of invoices, ensuring compliance with company policies and regulatory requirements.
- Coordinated month-end closing activities, reconciling accounts payable ledger to ensure all transactions were accurately recorded within reporting deadlines.
- Enhanced vendor relationships through timely payments and effective communication, fostering trust and goodwill.
- Assisted management with cash flow forecasting by providing accurate data on current liabilities and upcoming expenses.
- Responsible on Stock Take process

### **Senior Coordinator Finance Accounts Payable at Prince Court Medical Centre Sdn Bhd (Aug 2008 – Oct 2020)**

- Validation and processing of vendor and intercompany invoices in SAP.
- Review and match PO invoices with correct details and verify 3-way matching. Validate non-PO invoices thoroughly.
- Perform vendor statement reconciliation on timely manners.
- Communicate with vendors and internal personnel to obtain information and clarify/resolve issues on invoices discrepancies.
- Assisted management with cash flow forecasting by providing accurate data on current liabilities and upcoming expenses.
- Responsible on Stock Take process

### **Accounts Assistants at Faber Group Berhad (Aug 2000 - Aug 2008)**

- Responsible for data entry and posting for Corporate Office General Ledger, Accounts Payable and Cashbook.
- In Charge on Payment and Bank reconciliation and also staff petty cash

### **Accounts Clerk at Tanam Semula (Felda Plantation Sdn Bhd (1998 – Aug 2000)**

- Processing of Invoice and payment

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## EDUCATION

### **Professional Master in Business Administration**

Universiti Teknologi Malaysia - 2022

### **Executive Diploma in Accounting & Administration**

Universiti Malaya (UMCCED) - 2006

### **Certificate In Business Statistic, LCCI**

Institute Professional Baitumal - 1998

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## **SKILLS**

SAP, GP Dynamic, Sun System, Vesalius, Accounts Payable, Month End Closing, Microsoft Excel, Microsoft Word, Time Management, Problem Solving issue and Teamwork.

## **Languages**

Bahasa Malaysia and English

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## **Reference**

- Ms. Tan Wee Ai  
Head of Finance Sunway Velocity Medical Centre  
H/P: 012 8703132
  
- Ms. Azlilah Bt Madi  
Manager Finance, Alty Orthopaedic Hospital  
H/P: 017 6413897