



NUR DIYANA BT MOHD JAMIL

Senior Accountant – Costing & Inventory Management

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PROFESSIONAL SUMMARY

Experienced finance professional with **13-years of experience** in cost accounting, financial reporting, and operational management. Expertise in analyzing financial data, developing standard costing systems, and driving process improvements. Proven ability to manage accounting operations, ensure compliance, and optimize financial performance. Skilled in preparing financial reports, conducting account reconciliations, and managing inventory. Adept at collaborating with cross-functional teams and supporting global reporting requirements.

Proficient in Microsoft Office Suite and accounting software such as MYOB, UBS, general ledger accounting system, Sun System, Fisicien, Cognos, Cerebral Plus, JDE, and Blackline.

Holds a Master of Forensic Accounting and Financial Criminology and a Bachelor of Accounting from Universiti Teknologi MARA (UiTM). Committed to continuous learning and professional development.

WORK EXPERIENCE

1) **Baxter Healthcare (Malaysia) Sdn Bhd (May 2022 – Present)**

Senior Accountant – Costing & Inventory Management

- a) **Cost Accounting & Analysis:** Managed and analyzed cost data to ensure accurate cost accounting and financial reporting. Prepared detailed cost analyses, oversaw inventory valuations, and collaborated with cross-functional teams to drive cost efficiencies.
- b) **Standard Costing:** Developed and maintained standard costing systems, ensuring accurate product costing and updating standards as needed to reflect changing business conditions.
- c) **Inventory Accounting:** Prepared manual journal entries for inventory-related activities, ensuring all transactions were supported by proper documentation and adhered to accounting principles.
- d) **Training & Development:** Provided training to new entities on product cost update processes, ensuring consistent and accurate cost accounting across the organization.
- e) **Financial Reporting & Analysis:** Supported regional and global reporting requirements, including monthly balance sheet and P&L flux analysis, providing key insights into financial performance.
- f) **Continuous Improvement:** Maintained a focus on identifying and implementing continuous process improvement opportunities within cost accounting and financial reporting functions.

2) **IHH Healthcare Berhad Pantai Hospital Laguna Merbok (November 2019 – April 2022)**

Assistant Finance Manager

- a) **Financial Management & Oversight:** Supervised ongoing financial and accounting operations within the hospital, ensuring accuracy and timeliness of all accounting entries and financial reporting.
- b) **Financial Analysis & Reporting:** Analyzed key financial performance indicators (KPIs) including monthly and yearly performance trends, gross profit margin, EBITDA, and PBT. Provided in-depth financial analysis to support management decision-making.
- c) **Budgeting & Forecasting:** Prepared annual budgets, forecasts, and business plans, presenting these critical financial documents to the local CEO/COO.
- d) **Operational Management:** Managed the Business Office to ensure efficient and effective operations for patient registrations, admissions, and discharge processes.
- e) **Inventory Management:** Overseen and ensured the timely completion of annual stock take procedures.

3) **IHH Healthcare Berhad Malaysia Corporate Office (Shared Service) (September 2017 – October 2019)**

Senior Finance Executive – MRSS

- a) **Financial Reporting & Analysis:** Prepared comprehensive monthly management accounts and weekly cash flow forecasts for assigned branch hospitals, providing key insights into financial performance and liquidity.
- b) **Reconciliation & Accuracy:** Performed a full range of account reconciliations, including debtor, cash in transit, bank, intercompany, inventory, and fixed assets, ensuring data accuracy and integrity across all financial records.
- c) **Compliance & Collaboration:** Maintained meticulous financial records in accordance with standard operating procedures and policies. Liaised with branch finance staff to ensure timely and accurate data entry, reviewing and adjusting transactions as needed.

4) **JPB Asia Pacific Sdn Bhd (February 2014 – August 2017)**

Senior Finance Executive

- a) **Full-cycle accounting:** Managed all accounts receivable and payable functions, demonstrating expertise in maintaining a complete and accurate set of accounts.
- b) **Financial reporting:** Ensured the timely preparation of monthly and annual financial reports to support business decision-making.
- c) **Accounting operations:** Handled daily accounting and administrative tasks, ensuring efficient and organized financial operations.
- d) **Cash management:** Managed billing, collection, and payment processes to optimize cash flow.
- e) **Export documentation:** Prepared documentation for international trade transactions, specifically for export shipments to Korea, Japan, and Hong Kong.

5) **Henry Butcher Malaysia Sdn Bhd (November 2012 – January 2014)**

Account Executive

- a) **Full-cycle accounting:** Prepared and maintained complete and accurate financial records, ensuring proper entry and classification of all transactions.
- b) **Financial reporting and analysis:** Assisted in the preparation of monthly bank reconciliations, cash flow statements, and managed petty cash transactions.
- c) **Accounts receivable management:** Handled resident communications and collections, ensuring timely payment of monthly management fees.
- d) **Accounting operations:** Performed daily accounting and financial activities to support overall business operations.

6) **Lourdes & Kannan (November 2011 – October 2012)**

Audit Assistant

- a) **Audit & Compliance:** Prepared audit paperwork in accordance with professional standards and regulatory requirements. Analyzed and evaluated the accuracy of accounting systems and procedures to ensure compliance and mitigate risk.
- b) **Process Improvement:** Reviewed, developed, and recommended changes to accounting systems and internal controls to enhance efficiency, accuracy, and financial integrity.
- c) **Accounts Receivable / Payable:** Checked and inspected the accuracy of accounts receivable and payable ledgers, ensuring proper recording of transactions and timely reconciliation.
- d) **Inventory Management:** Performed stock takes and verified the accuracy of physical inventory counts against ledger balances, identifying and resolving any discrepancies.

EDUCATION

1. **Universiti Teknologi MARA (UiTM) Shah Alam. (2014 – 2017)**
Master of Forensic Accounting and Financial Criminology
2. **Universiti Teknologi MARA (UiTM) Shah Alam. (2007 – 2011)**
Bachelor of Accounting
3. **Kolej Matrikulasi Kedah. (2006 – 2007)**
Pre-Degree Matriculation

HONOURS AND ACHIEVEMENTS

- 1) Team Lead for Credit Control Department, Pantai Hospital Laguna
 - Manage to reduce average DSO days from 58 days (2019) to 37 days (2021).
- 2) Engage new project for Robotic Process Automation
 - Credit card collection matching system
- 3) Participate Lean 6 Sigma Green Belt Programme
 - Handling special project for reducing discharge waiting time process
- 4) Lead Cerebral-Plus system migration project
 - In-charge for new system migration in Pantai Hospital – Sungai Petani
- 5) Global Recognition for supporting Global costing transitions
- 6) PNB scholarship holder