

Curriculum Vitae

Personal Data

Name : Jufiq Jaafar
Address : C-29-2A, Vertex Tower, Condominium
Cybersquare, 63000 Cyberjaya Selangor.
Date of Birth : 2 January 1994
Status : Married
Contact Number : +6011 23668343
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Career Objective

A forward thinking, knowledgeable and skilled accountant, possessing the required drive and ambition to succeed. Flexible, willing to learn as well as being able to support the required daily activities in a busy office environment. Presently looking for a position in accounting or finance.

Professional Working Experience

Account Senior Executive

November 2022 - present

Marin Selatan LTD

**Unit Level 11(A), Main Office Tower,
Financial Park Labuan,
87000, Jalan Merdeka, Labuan, Malaysia.**

Marin Selatan LTD is a professional trading and logistic company that operates in the energy commodities space. Headquartered in Labuan, Marin Selatan also operates satellite offices in Singapore and London. Being a dedicated, experienced and high-principled service provider, Marin Selatan has strong and reliable partnerships with major oil trading houses, supplying refineries and other traders all over the world.

Key responsibilities:

1. Journal Entries/Ledger
 - Prepare journal and ledger for every month end.
 - Prepare journal for audit adjustment and all company transaction.
2. Provide Management Account for auditor
 - Prepare Management Account every month end for audit purpose.
 - To ensure all the Management Account is ready for auditor to check.
 - Prepare Audit adjustment every year for audit.
 - Liaise with auditor on tax and reporting issue.

3. Payment transaction for company
 - Prepare payment transaction for company.
 - Compile the supporting document for the transaction.
 - Prepare payment for staff salary (bulk payment).
4. Supervise for Account Receivable
 - Supervise all billing and collection monthly.
 - Weekly meeting on the collection and meter reading for company cash flow.

Professional Working Experience

Finance cum Admin Executive

March 2021 – October 2022

DGS Solution Sdn Bhd

**A-3-33, IOI Boulevard, Jalan Kenari 7,
Bandar Puchong Jaya, Selangor**

DGS Solution Sdn Bhd was founded in the purpose of providing total security systems and automation solutions. The company worked hard to build a high reputation which will enable it to reach a goal of establishing a number of business lines.

Key responsibilities:

1. Account Receivable
 - Prepare and distribute invoices to customer.
 - Check the bank statement to be tally with cash book.
 - Prepare Official Receipt upon received payment and knock off in system.
2. Account Payable
 - Prepare Payment Voucher and making payment by bank.
 - Once payment has been made knock off in system.

3. Prepare cash book and cash flow projection
 - To maintain cash in and cash out from company.
 - Making reconciliation with bank statement every month end.
 - To project the monthly payment, need to be made.
4. Prepare full set of accounts for company
 - Handling full set of accounts and perform month end closing in a timely manner.
 - Prepare monthly management reports from the accounts.
 - Assist in audit and tax preparation.

Professional Working Experience

Finance Executive

November 2018 – February 2021

Geometry Global Sdn Bhd

Level 21, Equatorial Plaza

14 Jalan Sultan Ismail, Kuala Lumpur

www.geometry.com.my

Geometry Global is the world's largest and most international brand activation and shopper marketing agency. They help brands thrive in an Omni Channel world by shaping and changing people's behavior at Pivotal Moments along the Purchase Decision Journey. I am in the finance team where decisions are made in improving business performance.

Key responsibilities:

1. Purchase Order (PO)
 - Issue PO for suppliers.
 - Ensure invoices are sent to accounts for payment.
 - Produce and maintain reports.
2. Billing and Data Entry
 - Prepare and distribute invoices to bill clients or pay account expenses.
 - Match clients' details with invoices.
 - Maintain filing systems of invoices and supporting documents.
 - Monitor internal companies' accounts including accruals and prepaid accounts.

3. Journal Entries and Ledger

- Keep track of debit and credit for supplies, business expenses, cash, revenue, bank charges and any other form of monetary exchanges.
- Prepare journal entries to record all revenues and expenses at every month end.
- Handle accounts payable, accounts receivable, and Bookkeeper using Excel and Geometry system (Maconomy).

Professional Working Experience (Internship)

Assistant Accountant

August 2016 – January 2017

Petronas Dagangan Berhad (PDB)

KLCC Towers, Kuala Lumpur

www.petronas.com.my

Petronas is a well-known worldwide company which main activities focused in the exploration and production of the nation's oil and gas resources. I was given roles in helping the finance team make decisions in improving business performance.

Key responsibilities:

1. Credit assessment and Credit Decisions

- Perform assessments of creditworthiness of each new and existing customer.
- Recommend exposure limit, security requirement and other credit controls.
- Monitor and review customer's credit and payment performance against established credit term and compliance.

2. Prepare the Total Accountant Receivable (TAR) status report and presentation material

- Carry out TAR analysis and monitor TAR movement to ensure credit risk exposure is minimized.
- Establish TAR collection Target for Business Lines.

Social Organization and Voluntary Work

Member of UNIKL Accounting Student Association (UASA) Kuala Lumpur

2014 – 2017

UASA provides students with latest information and opportunities from local and international businesses in the objective to create important connections in order to set the right path towards a successful career. I was in the team that organized events which allowed the communication between students and employers from various national organizations. I also had the chance to be volunteered in organizing the 2017 Charity Zombie Apocalypse Run.

Corporate Social Responsibility (CSR) of UNIKL Kuala Lumpur

May 2015

I participated in several programs which illustrated the social and environmental impacts towards the business operations. I had the opportunities to participate in a welfare home visit. Together with the team, we did some contributions to Rumah Sejahtera in Seri Kembangan. I also experienced a charity program in providing free meals to the homeless in the area of Jalan Tunku Abdul Rahman.

Academic Achievements

University Kuala Lumpur

2013 – 2017

Degree

Bachelor in Accounting

- Passed with distinctions with CGPA of 3.37

Kolej Matrikulasi Perlis

2012 – 2013

Diploma

Accounting Matriculation

- Passed with distinctions with CGPA of 3.24

Sekolah Menengah Kebangsaan Aminuddin Baki

2007 – 2011

Certificate

Sijil Pelajaran Malaysia

- Passed with distinctions

Software Proficiency

Software : SAP and Maconomy system
Microsoft Offices : Word, Excel, PowerPoint

Language Proficiency

Malay : Native
English : Excellent

References

Ms Jazillah +601128314712
HR DGS Solution Sdn Bhd

Ms Linda +6012 8780049
Manager Marin Selatan LTD

Availability

Immediate