



JEHAN NABILA AZIZAN

JOHOR BAHRU
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014-6601579

SELF DESCRIPTION

A diligent attitude person who enjoys learning new things and meeting new people. Dedicated to the assigned job and being a quick learner. Able to make decisions and work well with both team environment and independently with minimal supervision.

PROFILE

Results-driven Financial Analyst with analytical background and expertise in Budgeting, Forecasting and Variance analysis. Adept at identifying cost-saving opportunities and providing actionable insights for strategic decision making.

WORKING EXPERIENCE

Johor Port Berhad (A subsidiary of MMC Corporation Berhad)

March 2024 to present

Assistant Manager, Finance Division

- Prepare and analyse monthly, quarterly, and annual financial reports for the Strategic Business Unit ("SBU").
- Coordinate and support budget preparation, forecasting and variance analysis.
- Monitor SBU revenue, cost, and profitability performance.
- Partner with SBU leaders to provide financial insights and support decision-making.
- Maintain accurate General Ledger entries and ensure compliance with Accounting Standards and Company policies.
- Support internal and external audits by providing required documentation and analysis.
- Identify cost-saving and efficiency improvement opportunities within the unit.
- Monitor financial KPIs and provide recommendations for performance improvement.
- Ensure accurate project accounting (if applicable) including tracking costs, revenue, and margins.
- Collaborate with other finance teams and cross-functional departments for integrated reporting.

Johor Port Berhad (A subsidiary of MMC Corporation Berhad)

January 2018 to February 2024

Senior Executive, Finance Division

Tender & Quotation

- Assessing the financial viability of Tenders and Quotations, analyse cost structures, Financial Statements, and Commercial terms to help the organization make informed decisions during tender process.
- Representing the Company in negotiation and discussion meetings with vendors to get the best and most cost-effective deal possible and reach mutually beneficial agreements for a Tender.
- Prepare the Evaluation Reports for Tenders and Quotations.
- Present to the Management on the outcome of the Tender Evaluation and provide strategic recommendations to the Management to maximize profitability of the Company towards achieving the shared vision and mission.
- Prepare Board or EXCO Papers.

Cost Benefit Analysis

- Providing strategic recommendations to the CEO to maximize profitability of the Company towards achieving the shared vision and mission.
- Advising on long term business and financial planning that in line with Company's business strategy (short-term & long term).

Budget & Forecasting

- Involve in Company's annual budget preparation up until the approval stage and monitor the actual figure post budget implementation.
- Responsible in preparing the financial forecast specifically for Fixed Assets.

Fixed Asset

- Responsible in managing and track the Company's Fixed Asset including preparation of monthly Fixed Assets report, manages and tracks Company's long-term assets, ensuring accurate recording, depreciation calculations and compliance with accounting standards.
- Responsible in preparing the Return on Asset (ROA) for equipment listed in Strategic Asset Management Plan (SAMP) for renewal of the Certificate for ISO55001:2014 – Asset Management System.
- Collaborate with external auditors to facilitate the audit process by providing financial data, explanations and supporting documents.
- To provide necessary information required for internal and external stakeholders related to audit, taxation, and due diligence.

Others

- Team member for the issuance of the Company's Sukuk in 2022 by providing information related to the due diligence.
- Act as Owner for the Fixed Assets Module of the Company's New Enterprise Resources Planning (ERP) System who is responsible to make sure the system flow is according to the standards.
- Auditee for Asset Management System (AMS) Certification ISO55001:2014 and Quality Management Systems ISO9001:2015.
- Prepare and review the Company's financial reports, including the annual financial statements, Board or EXCO or Audit Committee Papers and any other required.
- Key Personnel for the Departmental Risk Management which responsible to attend Risk Management activities including update the risk profile on quarterly basis.
- Department Document Controller (DDC) which responsible to support on the monitoring, ensure the establishment, implementation and sustainability of the processes including documentations required for the maintenance of ISO certification.

Johor Port Berhad (A subsidiary of MMC Corporation Berhad)

August 2014 to December 2017

Executive, Finance Division

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Cost & Budget

- Responsible in preparing and distribute the Actual vs Budget Report for each department.
- Analyzing the variance and identifying the key drivers to update to the Management.
- Attend and provide information for any inquiries raised by the respective department.

Insurance & Claim

- Communicate with Company's Insurance broker to ensure the Company insured with relevant and sufficient insurance.
- Responsible in matters relating to the renewal of insurance policies for the Company.
- Maintaining sum insured, listing of assets, proposed new addition, withdrawal and related matters.

Altus Oil & Gas Malaysia Sdn Bhd – August 2014 to December 2017

Internship, Account Receivable

Responsible in following up on overdue payments from customer and maintaining accurate records of financial transactions related to the incoming revenue.

EDUCATION**Masters of Business Administration (Strategic Management)**

Universiti Teknologi Malaysia – 2015 to 2017

CGPA – 3.71

Bachelor of Business Administrative (Hons) Finance

Universiti Teknologi MARA – 2013 to 2015

Dean's List Award (3rd Semester)

CGPA – 3.42

Diploma in Banking

Universiti Teknologi MARA – 2009 to 2012

Dean's List Award (3rd, 4th, and 6th Semester)

CGPA – 3.46

Sijil Pelajaran Malaysia (SPM)

SMK Agama Johor Bahru

4A 6B 1C

LCCI Level 2 Certificate in Book-keeping and Accounts

AWARDS AND ACHIEVEMENTS

- Graduated in Young Talent Program (“YTP”) organized by Johor Port Berhad (2014-2015).
- Graduated in Management Development Program (“MDP”) organized by Johor Port Berhad (2022-2023).

SKILLS

Languages

- Fluent in both writing and speaking for Bahasa Melayu and English.

Software Skills

- Proficient in Microsoft Office (MS Excel, MS Word and MS PowerPoint)
- ERP System – Infor-LN

Soft Skills

- Management
- Negotiation
- Problem Solving
- Financial & Commercial Analysis
- Creativity & Critical Thinking
- Leadership

REFERENCES

Available upon request.