

PREMALATA APPALANAIDU

22, Jalan Kemuning Prima 33/51, Section 33, 40000 Shah Alam, Selangor
(60)12 9697073 Email: premla_n@yahoo.com

PROFESSIONAL EXPERIENCE SUMMARY

17+ years as Senior finance and accounting professional combining cross-functional competencies in managing financial forecasting, budget creation, cost reduction, financial reporting, IFRS, GAAP, and audit preparation. Acknowledged for sound decision making, intense data analysis, business acuity, and big picture vision. Strategic, methodical, and reliable. Enjoy the challenge of resolving long-term issues and influencing revenue positive incomes.

Experience in strategizing and leading cross-functional teams to bring about fundamental change and improvement in strategy, process, management, and profitability – both as a leader and expert consultant.

SKILLS

- Financial and Data Analysis
- Statutory and Group Reporting
- Budget and Financial Forecasts
- Business Process Transformation
- Risk Mitigation
- Cost reduction
- Process improvement
- IFRS/GAAP
- Ad-hoc Management
- Recognize and solve the problem quickly with quality decisions.
- Excellent knowledge of financial analysis tools and cost control.
- Project Management
- Highly organized and a good multi-tasker.
- Problem Solver
- Ability to thrive within a start-up environment.
- Introduce slow and reasonable step changes to build effective teams.
- Can effectively cope with change comfortably and handle risk and uncertainty in managing ambiguity.
- Knowledge and experience in P2P,O2C,RTR
- Fluent in 3 languages offer an advantage in communicating with people from different cultures and backgrounds.
- Managing team and task during WFH and in hybrid working environment

ACHIEVEMENTS

- Articulate in the use of new technology to reduce cost and increase efficiency.
- Startup the finance department, computerized all the data and documents using an online accounting system which includes accounts payable, receivables, fixed assets, general ledger, and internal control implementation.
- Almost 95% of the finance and accounting function is being operated online from all manual operations.
- Efficient cost savings and utilization of resources
- Review, monitor & follow up on loan credit & other credits (manage to recover 80% of loan debts from the first 3 years outstanding with the improved and efficient process).
- Monitor and propose corrective actions on cost reduction (able to slash the administrative cost by 20% for last 3 financial years)
- Procurement cost reduction by negotiating special discounts with existing vendors and for future contracts.

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-Developed an investment plan for the excess cash reserves on a timely and accurate manner so as to maximize returns

- Leadership & people management.

- Has managed to lead the finance team and other subordinates as one of the best teams in the organization by looking at the shape and model behavior of colleagues and subordinates, encouraging attention to detail, ethical behavior, and prioritization.

- No to complacently accept existing processes and procedures as they are, help to instill a commitment for continual improvement.

- At the same time, promote accountability for errors and no to repeating the same errors – including their own, be a strong listener, and capability as a problem-solver.

EDUCATION

FCCA (Fellow member of Associate of ACCA-Association of Chartered Certified Accountants)

Member of MIA (Malaysia Institute of Accountants)

EMPLOYMENT

MISI University

January 2017 to Present

Finance Manager /Head of Department

Reporting

- Reporting directly to CEO
- Ensure accurate and timely presentation of quarterly, yearly, and project closing reports and financial analysis.
- Prepare & present financial reports, budgets and proposals in Management meetings, Board Meetings and Board of Directors of Affairs meeting.
- Maintain efficient control of general ledger preparation, financial reporting, annual audit preparation, budget, forecast, and project appraisal functions.
- Manage treasury, credit control, and all regulatory submission.
- Supervise tax planning and ensure compliance with current tax legislation, and also in charge of WHT compliance.
- Work with stakeholders and team in determining feasibility and procedures necessary to coordinate billing, collections, payments, and accounting.
- Negotiate terms with the business's financial service providers such as banks and arranging acquisition financing as necessary.
- Constantly improve the effectiveness of the revenue management process.
- Provides all finance department teams support in ad hoc projects and initiatives.
- Manage performance against budget, highlighting concerns and opportunities, liaise with stakeholders to ensure concerns are being communicated and addressed.
- Business Support to Project Managers & Sales team
- Provide appropriate advice to sales and projects on margin analysis & efficient deal structuring

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- To ensure the completion of the Group entities' statutory reporting requirements (Statutory Accounts) including but not limited to the preparation and completion of all necessary documentation in co-ordination with auditors / co-sec.
- To ensure the completion of corporate tax filing for the Group entities on a timely basis. company.
- Performs advanced or specialized work that requires comprehensive knowledge of financial administration and accounting theories, standards, and principles in order to comply with local regulations and the Corporate policy.
- Develops all kinds of financial reports and statements and other managerial reports for both local management and the Corporate needs.
- Prepare group and company management accounts on a monthly/quarterly/annual basis, from both all the entities, consolidated basis, HQ reporting requirement basis.
- Review group financial forecasts including P&L and cash flows for business planning and performance review.
- Analysis financial data of project, payback and return on investment.
- Involve and oversee processes implementation and improvements of SOP's , Internal controls , risk mitigation and compliance.
- Oversees and preparation of annual budget, including short and long -term business plan.
- Review monthly balance sheet reconciliations and ensure all are completed and reconciling items are properly investigated and cleared by set timeline.
- Preparation of financial analysis and proposals for company re-structuring purpose.

Policies & Procedures

- Ensure financial control is maintained and efficiencies are achieved with the existing financial systems, processes, and procedures, including internal control, risk management, and corporate governance requirement.
- Ensure continuous improvement in Finance department processes, internal controls, and risk management.

Others

- Plays an active role in the recruitment and training of new team members in order to ensure continued departmental effectiveness.
- Oversee HR Department, check and verify monthly payroll payments.
- Involve in interviewing process as panel member
- Manage and lead the team to ensure all KPI's are met and assigned work is delivered to the highest standard.
- Manage and lead the team in both remote and onsite working environment.
- Manage business continuity risks.

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Malaysia Institute for Supply Chain Innovation
(MISI)

Feb 2012 to December 2016

Senior Finance Executive

- To lead and manage the day to day company's finance and accounting requirements.
- Preparation and submission of monthly, quarterly, yearly financial, and accounting reports.
- Responsible for the preparation of ad-hoc financial analysis/reports as and when needed by management.
- Review and analyze management reports with recommendations for further improvement of the company's performance.
- Ensure the company's systems, controls, and internal processes are being implemented in accordance with the company's policies.
- Preparation and support for Statutory Reporting activities as well as support for taxation, internal and external audits
- Lead initiatives to improve finance team efficiency and effectiveness
- Assist in establishing and updating policies, procedures, and operating manual.

Sunway Group Finance Shared Services Sdn. Bhd

Jan 2007 to Jan 2012

GL Accounts Executive

- Ensure the finalization of the monthly, quarter, and year-end management accounts closing on a timely and accurate basis.
- Quarterly balance sheet and P&L fluctuations analysis.
- Monthly expense variance analysis
- Consolidation, inter-company transactions, and reconciliations including foreign currency accounting.
- Ensure accuracy of financial statements in accordance with IFRS and internal policies.
- Work closely with the business units to resolve any outstanding reconciliation issues which are highlighted in financial reporting.
- Liaise with both internal and external auditors on any audit-related matter.
- Corporate tax preparation
- Has undertaken construction, marketing & property development companies as my portfolio

Edaran Otomobil Nasional Berhad (EON)

July 2005 to Dec 2006

Finance Associate

- Preparation Of full Set of Accounts for branches which includes management accounts and tax schedules.
- Monthly & year to date analysis of overhead expenses by branches
- Monitoring the cost, provision and accruals accounts
- Perform intercompany reconciliation
- In-charge for fixed assets
- Ensure the finalization of the monthly, quarter, and year-end management accounts closing on a timely and accurate basis.

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SMAT Consultants
Audit Associate

Sept 2001 to April 2005

- Perform external audit & preparation of audit reports for pharmaceutical companies, veterinary clinics, restaurants, software companies, legal firms, logistics companies, and health centers.
 - Monthly stock and cash audit at the client premises.
 - Taxation services for individuals, partnerships & companies.
 - Secretarial- Formation of a new company & business.
 - Preparation of minutes for AGM and management meeting.
 - Advising the client on business performance & problem encountered, analyzing the financial statements prepared & from external audit report prepared
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SOFTWARE SKILLS

- Quickbooks-Excellent
- Peoplesoft-Excellent
- SAP-Good
- UBS-Good
- JD Edwards-Good
- Microsoft Office-Excellent

STRENGTH & QUALITIES

- Analytical, self-motivated, high degree of integrity and pro-active work approach.
- Strong command of both spoken and written English.
- Ability to mentor and coach team members.
- Teamworking

REFERRAL

- 1) Dr David Joseph Anthony Gonsalves
Ex-CEO for MISI University
Email: djag2010@gmail.com
- 2) David Baylis
Program Director for MISI University
Email: dbaylis@misi.edu.my

CURRENT SALARY & ALLOWANCES: RM12,000

EXPECTED SALARY: RM17,000 (NEG)

NOTICE PERIOD: 2 MONTHS