

MOHAMAD SAIFUDDIN BIN MD DARWIS



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saifuddindarwis90@gmail.com



EDUCATION

2009 – 2014

Bachelor Degree of Accounting with Honor
Universiti Sains Islam Malaysia, Nilai, Negeri Sembilan

2008 – 2009

Matriculation Certificate & Malaysian University English Test (MUET)
Pusat Tamhidi (Matrikulasi), Universiti Sains Islam Malaysia, Nilai, Negeri Sembilan

2007

Sijil Pelajaran Malaysia (SPM)
SMK Pekan Baru Muar, Johor

SKILLS & LANGUAGE

SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- UBS Accounting System
- Autocount Accounting System
- HITS System (Customized In-House Accounting System (KPJ Healthcare Berhad)

LANGUAGE

- Malay
- English
- Arabic (Beginner)

EXPERIENCE

OCT 2021 – PRESENT

Senior Finance Executive (2021-2023 : Head of Collector; 2024 : AR Costing)

KPJ Damansara Specialist Hospital (Rawang Specialist Hospital Sdn Bhd) Petaling Jaya, Selangor

- Analyse monthly sales for hospital portion and specialist portion
- Maintain, review and revise hospital packages and charge price rate
- Monitor bill leakages and assist services to increase department revenues
- Overseeing monthly collection for cash & credit ageing
- Monitoring monthly collection target from KPJ HQ
- Prepare monthly debtor, sales & collection report to KPJ HQ
- Prepare Board of Management report quarterly
- Monitoring hospital credit DTO
- Monitoring SOA submission to Corporate Debtor
- Liase with patient bill issues (before and post discharged)
- Liase with patient outstanding bill issues
- Monitoring appeal case to insurance / MCO for declined GL after discharged
- Monitoring patient complaints
- Rapport with corporate clients

SEP 2019 – SEPT 2021

Senior Finance Executive

Universiti Islam Malaysia (UIM Sdn Bhd) Cyberjaya, Selangor

- Management Account (full set of account)
- Cashflow projection and report
- Annual Financial Year End audit
- Monitoring AP division, AR division & GL team

EXPERIENCE

JAN 2017 – AUG 2019

Finance Executive

WQ Park Health & Rehabilitation Centre (WQ Medic Sdn Bhd) Petaling Jaya, Selangor

- Management Account (full set of account)
- Credit Control and monitoring monthly collection
- Annual Financial Year End audit
- Monitoring full set of account transactions; AP, AR & GL

JAN 2015 – JAN 2017

Account Executive (Account Receivable Division)

Netherland Maritime Institute of Technology (Maritime Intelligence Sdn Bhd) Kajang, Selangor

- Handle AR division
- Credit Control and monitoring monthly collection
- Management Account for dormant company
- Annual Financial Audit for dormant company

JUL 2014 – DEC 2014

Account Executive

Negeri Roadstone Sdn Bhd, Nilai, Negeri Sembilan

- Assisting Finance Manager for adhoc task
- Assist account department in internal and external audit issues
- Management Account for dormant company
- Annual Financial Audit for dormant company

APPLICATION

APPLICATION FOR POSITION : Senior Executive, Account/Finance
EXPECTED SALARY : RM 5,300.00 (Negotiable)
AVAILABILITY : 2 Months Period

REFERENCE

SITI NUR HANISAH BINTI ABD HALIM

Head of Services (Accountant)

Finance Services, KPJ Damansara Specialist Hospital

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NOOR FADHILAH BT ABDUL AZIZ

Billing Supervisor

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