

PERSONAL PARTICULARS

Permanent address :3995A Lorong Bunga Raya 2, Kampung India,
68100 Batu Caves, Selangor.

Mobile No :+6017-2373871

NRIC : 901017-14-5619

E-mail :updash21@gmail.com

Date of Birth :17 October 1990

Sex : Male

Marital Status : Single

Race / Religion : Sikh / Punjabi

Nationality : Malaysian

Avaibility : Upon 3 month notice period

PERSONAL PROFILE

Willing to work independently, fast learner, postive attitude, hardworking highly motivated, initiative and eager to learn and grasp new concepts.

EDUCATION AND QUALIFICATIONS

2011 BA(HONS) Accounting & Finance
University of Greenwich UK
[Lower Second Class Honours (2:2)]

2010 Diploma In Accounting
Segi College Kuala Lumpur
[CGPA : 2.93]

EMPLOYMENT HISTORY

1. Rabin & Associates (AF 1323)

Unit C-12-5, Megan Avenue 2, 12 Jalan Yap Kwan Seng, 50450 Kuala Lumpur

Senior Accountant

January 2023 – Present

Key Responsibilities:

- Review and verify the accounting transactions and reports based on instruction from client.
- Preparing of monthly full set of management reports to the format required by clients.
- Prepared company cash flow, balance sheet, profit and loss account, trial balance, fixed asset listing, excel spreadsheets and bank reconciliation.
- Preparation of yearly statutory financial statement for client.
- Liaise with the external auditors and tax agents and answer audit and tax queries if any.
- To oversee all accounting functions, and ensure all internal controls are in place.
- To highlight /advise management for necessary journal adjustments.
- To perform other related duties and responsibilities as and when assigned.

Work experience:

Involved in and completed audit engagements for diverse industries such as:

- Manufacturing
- Transportation
- Trading and Retail
- Hospitality
- Logistic
- Service Providers

2. Wiley Global Services Sdn Bhd

No.25-7, Oval Damansara, 685 Jalan Damansara, 60000 Kuala Lumpur.

Accounts Executive cum Admin

January 2021 – December 2022

Key Responsibilities:

- Maintaining full set of books of accounts and financial accounting system.
- Preparation of audit schedules for annual statutory audit purpose.
- Monitoring of company's tax position quarterly and preparing tax schedules for submission of annual tax return.
- Assist General Manager in the areas of treasury, cash flow management and overhead budgets.
- Liaise with the external auditors and tax agents and answer audit and tax queries if any.
- Liaise with the company secretary and provide necessary information and documentation pertaining to annual return, AGM, and other statutory requirements.
- Provide account payable services to HQ in Brisbane which include uploading invoices and reconciling statements, maintaining creditor details on financial system and aiding Wiley & Co with payment preparation.
- Provide account receivable services to HQ in Brisbane which include generating AR invoices on financial systems and debtors' reconciliation.
- Preparation of insurance schedules and liaise with insurance companies and insurance brokers on various insurance policies such as professional indemnity, all risks, public liability, personal accident, hospitalization and surgical are taken up adequately to ensure the interests of the company and its staff are full protected and minimize its risk and liability exposure.
- To perform other related duties and responsibilities as and when assigned.

3. Tarpon Energy Services Asia Pacific Sdn Bhd (A Ptw Company)

L9-06, Level 9, Brem Mall, Jalan Kepong, 52000 Kuala Lumpur.

Senior Accountant

January 2016 – July 2020

Key Responsibilities:

- Responsible in preparation of the monthly finance reporting packages, including fixed assets register, inter-company transactions, accounts payables and accounts receivables.
- Ensure timely and accurate preparation of customer invoices and credit note. Check bank statement for receipts and update cash book and system. Follow with customer for overdue payment or issue.
- Vendor invoices and staff claims coding, processing and monitoring.
- Invoices, claims and payment processing are authorized based on Company policies and procedure.
- Perform monthly bank reconciliations on weekly basis and follow up with reconciling item.
- Perform month-end closing including customer and vendor accruals and analysis.
- Perform other AP/AR related matters as and when required.
- Weekly cash flow forecast and project cash flow forecast.
- Payment of all corporate taxes, calculation of future tax installment payments and SST submission
- Work closely with the Financial Controller on development of the annual budgets.
- To liaise with auditors, bankers, tax agents and other relevant authorities
- Ensure efficient operation of team.
- To perform other related duties and responsibilities as and when assigned.

4. Iswara and Company (AF 0976)

No 43-1, Jalan Thambapillai, Brickfields, 50470 Kuala Lumpur.

Audit Executive

January 2013 – December 2015

Key Responsibilities:

- Examines and analyzes accounting records to determine financial status of establishment and prepares financial reports concerning operating procedures.
- Reviews data regarding material assets, net worth, liabilities, capital stock, surplus, income and expenditures.
- Inspects items in books of original entry to determine if accepted accounting procedure was followed in recording transactions.
- Verifies journal and ledger entries of cash and check payments, purchases, expenses, and trail balance by examining and authenticating inventory items.
- Prepares reports for management concerning scope of audit, financial conditions found and source and application of funds.
- Recommendations regarding improving operations and financial position of company.
- Supervise and coordinate activities of auditors specializing in specific operations of establishments undergoing audit.

Work experience:

Involved in and completed audit engagements for diverse industries such as:

- Manufacturing
- Trading and Retail
- Hospitality
- Logistic
- Service Providers

5. Amanra Consulting Sdn Bhd

568-10-40 10th Floor, Mutiara Kompleks, 3/12 Miles Jalan Ipoh, 51200 Kuala Lumpur.

Accounts and Tax Assistant

October 2011 – December 2012

Key Responsibilities:

- Handle full sets of accounts of the companies and prepare monthly or annually management accounts, and other relevant analysis reports within a given due date.
- To ensure the accounts payable, accounts receivable, bank reconciliation, journal, fixed assets schedule and general function are performed in an effective and efficient manner
- Prepared company cash flow, balance sheet, profit and loss account, trial balance, fixed asset listing, excel spreadsheets and bank reconciliation.
- To oversee all accounting functions, and ensure all internal controls are in place.
- To highlight /advise management for necessary journal adjustments.
- Prepared corporate and individual tax computation based on the tax procedures and act.
- Assist taxation matters for individual and corporate clients.
- Liaise with LHDN regards to tax and tax-audit matters for update record purpose.
- To ensure that data is collected to comply with the filing requirements.
- Assist in the projection of year-end filings.
- To carry out any other duty as and when assigned from time to time.

Work experience:

Involved in and completed accounting services for diverse industries such as:

- Manufacturing
- Logistic
- Transportation
- Service Providers
- Law Firms

EXTRA CURRICULAR ACTIVITIES

In High School: - **Committee Member** -Computer Club.
 Assistant Treasurer - PBSM Society.
 Participant –Jati Diri Program.

In Segi College,
Kuala Lumpur: - **Vice President** - Segi Sikh Society.

Others: - **Participant / facilitator**-Annual Sikh Youth Camp organized by
 Malaysian Sikh Association.

SKILLS

- 1) Communication - Able to speak, read and write fluently in Bahasa Malaysia, English and Punjabi

- 2) Computer - Microsoft 365 and accounting related software's (i.e SAP B1, ABSS, UBS, Audit Express, Tally ERP, XERO).

REFEREES

Hardeep Singh
General Manager
014-931 6507

Anil Tholoth
Financial Controller
010-538 9150