

CONTACT

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No.39, Jalan MR1/29
Taman M-Residensi
48020 Rawang, Selangor.

EDUCATION

2023 - 2024

UNIVERSITI TUN ABDUL RAZAK

- MBA majoring in Business Analytics

2020 - 2020

UNITAR

- Professional Certificate in Business Analytics

2011 - 2012

SEGI UNIVERSITI COLLEGE

- Diploma in Accounting
- GPA: 3.55 / 4.0

2009 - 2011

SEGI UNIVERSITI COLLEGE

- Certificate of Accounting
- GPA: 3.47 / 4.0

SOFTWARE SKILLS

- ONE CLOUD
- CREST / LEAP SYSTEM
- BLACKLINE
- IFCA
- SAP / GAAP
- SQL / MYOB
- GSM / MMS
- ServicesNow
- SIEBEL / ORACLE
- CODA
- MADEX
- Sage UBS
- IBM AS/400
- LAWSON
- Microsoft Office(Words, Excel, Outlook & PowerPoint)

PARTHIBAN BATUMALAI

ACCOUNTANT

PROFILE

A highly versatile, pragmatic, and diligent professional with over seven years of experience in finance, accounting, and administration. Demonstrates strong attention to detail and commitment to service in managing disbursement functions across various industries. Possesses solid financial analysis skills and the ability to manage cash flow and forecast budgets.

Seeks growth within a dynamic organization. Offers experience with accounting software and database management. Specializes in building lasting professional relationships based on integrity. Organizes large quantities of accounting data into commendable trends and results. Excels in interpersonal skills and thrives both independently and within a team.

CAREER DESIRE

A goal-driven, detail-oriented and proactive financial services and accounting professional eager to leverage progressive skillset in auditing procedures, tax return preparation, financial statement fabrication and/or client relation management.

WORK EXPERIENCE

DHL Supply Chain

Apr 2023 - Present

Accountant - RTR

- Perform accounting processes in scope for the respective country and or region like month ends, reconciliation, fixed assets accounting etc.
- Regular engagement with country Team and shared services on the inputs and outputs for the completion of common processes.
- Focus on building deep business knowledge for the countries in the scope to facilitate judgmental decisions.
- Manage updates and maintenance of the period end and year end closing schedules for the countries in scope.
- Manages cash flow, working capital requirements and bank relationship.
- Performing review and reconciliation of the balance sheet and bank accounts on periodic basis producing appropriate working papers and other supporting documents.
- Provide regular updates to Senior Accountant on process completion and any escalations.
- Deliver the processes in scope to the agreed KPI requirements and support performance management.
- Support the continuous driving improvement agenda by providing documented suggestions on how quality and efficiency might be improved.

Volvo Car Manufacturing Malaysia

Jul 2022 - Apr 2023

Accountant

- Asia Pacific, leading Global Finance Operations Delivery organization for certain financial processes in the region for General Accounting and Reporting (GAR).
- Overall responsibility for Manufacturing financial accounting processes - coordinated the full month end procedure, including preparation of balance sheets, income statements, and trial balance statements.
- Overall responsible for implementation of efficient accounting procedures within the region.
- Overall responsible for smooth execution of the processes for regional entities and lead the monthly book closing process to ensure timely reporting with high quality.
- Responsible for adherence to laws and external requirements, preparation of statutory reports and other external reports.
- Basic day to day accounting and more complex accounting questions.
- Lead Book Closing processes and ensure timely reporting.
- Identify areas for improvement within area of responsibility.
- Lead improvement initiatives and process development in areas of responsibilities. Engage team members for unified efforts.
- Deliver high quality services within the area of responsibility. • Complex analysis and reporting and process management globally.
- Measure and follow up the quality and efficiency of global processes, KPI's.
- Ad-hoc Responsible - Responsible for performing ad-hoc analysis and special projects as defined by the needs of the business/GFOD.

LANGUAGES

- English (Fluent)
- Malay (Fluent)
- Tamil (Fluent)
- Telugu (Basics)

HONORS AND AWARDS

SEGI UNIVERSITY COLLEGE

- Best academic award under Dean Lisiting

HIGH SCHOOL KUALA PILAH

- State Award for Athletic Runner.
- District Award for Athletic Runner.

SKILLS

- Financial Reporting and Analysis
- Analytical Skills
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Project Management
- Strategic Thinking

WORK EXPERIENCE

WorleyParsons Business Services Sdn Bhd

May 2018 - Jun 2022

Senior Financial Analyst (R2R)

- Provides standard-level financial support that is analytical for a business.
- Monitor end to end GL process for all entities.
- Take responsibility or duty of Manager Role (from Sep 2018 to Current).
- Handle full migration is a phase of transferring of processes GL to location (WPEL UK) when Worley merge with Jacob ECR on 2018.
- Analysis and presentation of data followed by review with Business Unit.
- Liaise with AP and AR team for Monthly Closing.
- HFM input, clearing validation, journal and schedules and Half year / year end disclosures.
- Review all Balance Sheet reconciliations (using GAAP, SAP, HFM Hyperion & Oracle)
- Handles reconciliations of 16 entities (UK Intecsea, WPEL (UK) & Turkey).
- Ability to support the business achieving business goals.
- Prepare and Presentation the Stat TB and Monthly Closing Report to GL Production Manager.

World Health Organization

Dec 2015 - Apr 2018

Finance Assistant (G5)

- Provide technical support for Account Payables to worldwide WHO offices.
- Maintenance of staff member's financial record
- Process monthly, daily and ad hoc payroll runs
- Respond to payslip queries from staff
- Creation and maintenance of supplier financial records
- Process supplier invoices, execute payments and supplier account reconciliation
- Bank reconciliation, General Ledger and prepare journal vouchers and accounting entries.
- Reviewing and clearing suspense and clearance accounts.

UTSB Management Sdn Bhd

Feb 2015 - Nov 2015

Accountant Executive

- Provide technical support for Account Payables to Malaysia Company.
- Handling company's certificates & licenses from statutory body or Government authorities.
- Handling and maintaining of Malaysian Jet Services Sdn Bhd's portfolio accounts with the Company Accountant.
- Conduct training on GST (Good Service tax) accounting procedure to overseas (Manila) staff in order to assist them in comprehending technical calculations of GST and to properly field and respond to client inquiries.
- Recomposed next level accounting process to foster the GST compliances.
- Prepare Withholding tax and VAT for Overseas company
- Generate EA form (annual income tax returns documentation) for entire employees.

Sunfert Fertility Centre

Jun 2014 - Feb 2015

Accountant Executive

- Handling administration matters pertaining Human Resource, Company Secretary, EPF(Employees Provident Fund), SOCSO(Social Security Protection), health & insurance, including company's certificates & licenses from statutory body / Government authorities.
- Conduct training to internal staff (front line and nurses) on MADEX accounting system.
- Calculate labor, overhead, and process payroll for staff.
- Auditing inventory results, correcting values and costing materials where variances exist.
- Facilitated "no-fault" internal and external audits as a result of sound recordkeeping and thorough documentation.
- Control of authorization and payment of purchase invoices.
- Supervise the training for all new employees.
- Consistently maintained accuracy in petty cash and generate performance reports.

Lanai Kijang and Sasana Kijang

Sep 2013 - Jun 2014

Accounts Officer

- Supervised and trained new accounting hires at the request of the manager.
- Maintained and prepared part-time staff payroll, including summary registers and reports.
- Managed the accurate and timely processing of up to thousand invoices per month for large, multi-site organizations. Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues.
- Process and issued credit memo after research has been completed.
- Tracked cash receipts and petty cash expenditures and prepared daily cash deposits
- Designed and implemented procedures to ensure the trial balances for event and make budget recommendations.
- Preparation and analysis of monthly regulatory and compliance reports.
- Composed effective accounting and ad-hoc reports summarizing A/P data for supply chain, HR and other departments.

REFERENCE

Ms. Mithra Kavin

Accountant

DHL Supply Chain

Phone : (6) 0106630673

Ms. Nicole

Finance Manager

Volvo car Malaysia

Phone : 01126373409

Ms. Lavennia Pelanisamy

Senior Tax Accountant

TMF Group

Phone : (6) 0169136329

WORK EXPERIENCE

Shayher Group

Aug 2012 - Aug 2013

Accountant Executive

- Monitoring and bookkeeping all expenses and payment within the company to comply with approved.
- Reconciling petty cash and bank statement.
- Compile, compute and validated if the premium payment received from customer service office reconcile with the cover note as well receipt issued.
- Prepared Trial Balance, Income Statement and Balance Sheet for the Company.

AXA AFFIN General Insurance

Oct 2011 - Aug 2012

Admin Assistant

- Resolve administrative problems and inquires.
- Maintain office efficiency, plan and implement office systems, layouts, and equipment procurement.
- Bookkeeping and monitor expenses as well raise monthly invoices.
- Maintain stationary supplies and coordinating deliveries.
- Manage supply chain and resource requirements.
- Prepare budgets plans and forecasts on inventories.
- Create, control, and monitor all administrative requirements of other departments.
- Monitor on-going activities and revise contracts if necessary.

AXA AFFIN General Insurance

Feb 2012 - Apr 2012

Financial Operator

- Responsible for various areas including; invoicing, expenses, payment runs, reconciliations and dealing with cash inflow and outflow queries.
- Monitoring and bookkeeping all expenses and payment within the company to comply with approved policies/receipt issued.
- Reconciling petty cash and bank statement.
- Compile, compute and validated if the premium payment received from customer service office reconcile with the cover note as well receipt issued.
- Maintain up-to-date billing system.

ETIQA Insurance on Takaful

Mar 2011 - Sep 2011

Data Entry Clerk

- Process requests of modification, change and update of policy structure or content to reflect any change in beneficiary, amount of coverage, or type of insurance.
- Process and record new insurance policies.
- Examine letters from policyholders or agents, original insurance applications, and other company documents to determine if changes are needed and effects of changes.
- Notify insurance agent and accounting department of policy cancellation.
- Review and verify data, such as age, name, address, and principal sum and value of property on insurance applications and policies.

CURRENT STATUS AND AVAILABILITY

I am keen in contributing to the management on key areas that requires high level evaluation, analysis, research and using such skills in the implementing initiatives for the advancement of the Organization. Apart from Accountancy job prospects I am delighted to perform any other position available at your firm.

Availability : One month Notice.

Relocation/Travel : Willing to relocate & travel