

ABDUL RADZI AB RAHMAN

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PROFESSIONAL SUMMARY

I am a highly motivated and detail-oriented Accounts Payable professional with over five years of experience in the healthcare industry. I specialize in managing high-volume payment processing, reconciliation, and cost recognition while ensuring accuracy and timeliness. Skilled in **SAP-FICO**, **SUNSYSTEM (Infor)**, and **advanced Microsoft Excel**, I have a proven track record of reducing outstanding invoices and enhancing payment workflows.

EDUCATION

Universiti Teknologi MARA (UiTM), Puncak Alam
Bachelor Of Business in Finance (Honours).

Mar 2024 – Present

Politeknik Sultan Haji Ahmad Shah, Kuantan
Diploma in Accountancy.

July 2016 – Jun 2018

WORK EXPERIENCE

Account Executive – Thomson Hospitals Sdn Bhd

2022 - PRESENT

- Process payment to suppliers (inventory & non inventory), direct payment & staff claim in a timely and accurate manner. Processed an average of 500 and above online payments monthly with minimal error.
- Prepared AP Ageing.
- Prepare reconciliation of In-Transit Account (Inventory & Consignment)
- Fixed Asset Management (Capitalization & Disposal).
- Prepare monthly Supplier payment listing, for cash flow planning.
- Reconcile the Vendor Statement of Account and identify any discrepancy.
- Consignment and Laboratory cost recognition.
- Follow up on Consignment and Laboratory invoices with respective department and vendor.
- Monitoring SOA for consignment & laboratory.
- Issuing DN/CN/invoice to related company (inter-co).
- Ad-hoc tasks: - Stock take exercise & Statutory Audit.

Junior Account Executive – Thomson Hospitals Sdn Bhd

2017 - 2022

- Process payment to suppliers (inventory & non inventory), direct payment & staff claim in a timely and accurate manner. Processed an average of 500 and above online payments monthly with minimal error.
- Prepare monthly Supplier payment listing, for cash flow planning.
- Reconcile the Vendor Statement of Account and identify any discrepancy.
- Consignment and Laboratory cost recognition.
- Follow up on Consignment and Laboratory invoices with respective department and vendor.
- Monitoring SOA for consignment & laboratory.
- Issuing DN/CN/invoice to related company (inter-co).
- Raise journal for cord blood revenue recognition.
- Ad-hoc tasks: - Stock take exercise & Statutory Audit.

Account Officer – Thomson Hospitals Sdn Bhd

2015 – 2017

- Process payment to suppliers (inventory & non inventory), direct payment & staff claim in a timely and accurate manner. Processed an average of 500 and above online payments monthly with minimal error.
- Reconcile the Vendor Statement of Account and identify any discrepancy.
- Consignment and Laboratory cost recognition.
- Monitoring SOA for consignment & laboratory.
- Issuing invoice to cord blood bank.
- Issuing DN/CN/invoice to related company (inter-co).
- Monitoring and observing the Cash Count performed by the Chief Cashier.
- Ad-hoc tasks: - Stock take exercise & Statutory Audit.

SKILLS

Skills: Microsoft Excel, SAP-FICO & MM, SUNSYSTEM (INFOR), Professional Medical Office (PMO).

Languages: Fluent in English, Native in Malay.

REFERENCE

Available upon request.