

RESUME



Biodata

Name : TAN NING SHY

I/C No : 840710-10-5272

Age : 41

Date Of Birth : 10 July 1984

Race : Chinese

Religion : Buddhist

Marital Status : Married

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Qualification

- * ACCA (Examination complete in Year 2015) (Member in Year 2016)
- * Advanced Diploma in Commerce (Financial Accounting TARC.KL 2004/06)
- * ACCA Internally Assessed (Fully Assessed) TARC.KL(2004/06)
- * Diploma In Business Studies (Accounting) TARC.KL(2002/04)
- * Experienced in accounting software (ACCPAC,Biztrak,Autocount,Excel,Word)

Skills and Personality

Communication

Able to communicate to all the department in the company with the main goal to meet an objective. As a main player in the Finance dept which focusing on operation work.

Teamwork

Able to lead finance team to work together without politic issue, share equally the workload especially during audit & taxation period.

Be a cooperative team in the company as Finance dept always serve as a strong backup for a company. Good teams achieve their goals quickly and effectively.

Responsibility/Problem Solving

Be fully in charge own works cope, any fault arise from Finance department, will responsible to resolve it without pushing/blame to others. Understood problems occur in every industry, as long as manage to think fast and tackle new problems as they arise.

Leadership

Lead and guide teams, train to use most efficient & effective way to complete a task.

Based on previous experiences, I always welcome teams to feedback any useful solution and in return, encourage to provide guidance in order to minimize the work time frame.

For example, a task probably need 30 minutes to complete with focus on certain area.

Working Status

Current

Company Name : Great Formwork Sdn Bhd (Bukit Kemuning)

Position : Finance Manager

Experience : Jan 2022 to current

Notice Period : 3 months

Previous

1)Company Name : REAL Education Group Sdn Bhd (Shah Alam)

Position : Accountant

Experience : 2 years in Education Company from 1 July 2019 Dec 2021.

2)Company Name : CWM Group Sdn Bhd (Shah Alam)

Position : Assistant Manager, Finance

Experience : 13 years in Construction Company from Year 2006 (since graduated) until 30 Jun 2019.

Job Responsibilities in Current / Previous Company

Current Company

Basically as in charged full set of account, audit, tax, banking and communicate with others stakeholders (oversea)

- 1) To manage well in company's finance such as accurate & up to date cash flow.
- 2) To check company monthly financial reporting, AP payment, AR receives, GL, JV and other transaction related.
- 3) To be in charged when there is audit and tax filing time. To check Audit Schedule and Tax Schedule when there is audit and tax revision time.
- 4) To continuously assist Sales Dept in monitoring collection and sending reminder letter in order to achieve monthly collection KPI.
- 5) To act as coordinator/facilitator between finance department and other department.
- 6) To liaise with internal/external auditor, tax consultant, company secretary, banker and regulatory agencies (Statistics, Bank Negara STAT Smart).
- 7) To prepare quality Financial Report to director such as Management Report, Aging Report, Project Report, Cashflow Report & etc.
- 8) To in charge oversea subsidiary (Vietnam) dissolution process.
- 9) To in charge business deal with oversea client (China) in collection and reporting.

Previous Company

Basically as in charged full set of account, audit, tax, banking and communicate with others stakeholders (Management of holding company)

- 1) To manage well in company's finance such as accurate & up to date cash flow.
- 2) To check company monthly financial reporting, AP payment, AR receives, GL, JV and other transaction related.
- 3) To be in charged when there is audit and tax filing time. To check Audit Schedule and Tax Schedule when there is audit and tax revision time.
- 4) To continuously assist Business Planning Dept in preparing financial budget.
- 5) To act as coordinator/facilitator between finance department and other department.
- 6) To liaise with internal/external auditor, tax consultant, company secretary, banker and regulatory agencies (IRB,Custom).
- 7) To prepare quality Financial Report to CFO such as Management Report, Aging Report, Cashflow Report & etc.
- 8) To continuously assist senior in preparing financial budget, tax planning and revision reporting.
- 9) To provide accurate GST reporting & submission.
- 10) To prepare quality Group Report to Chairman & Group Report to GM.
- 11) To prepare Group Board Paper and Quarterly Report to Holding Company.
- 12) To keep proper documentation ready for IRB and custom audit.
- 13) To assist compile Enterprise Risk Management (ERM) report.

I gained more experiences in Construction industry based on my past 18 years working experience as I used to work in first company for 13 years.

In Construction industry, Contract or Project is the main task for the company to focus on. Hence, project data has been prioritized including project costing, project cash flow, project profit/loss. Next, provided useful information to Business Planning team and Project team to monitor closely project profit margin which has been set/targeted.

From the project cash flow or project profit/loss, Finance are able to brief to management of the project whether profitable at the current stage, what's need to plan or execute to reduce cost and achieve profit margin within the short period.

Variance analysis is the study of deviations of actual vs forecasted or actual vs budgeting. This is essentially concerned with how the difference of actual and planned behaviors indicates how business performance is being impacted. Variance analysis can hint management the next step/next plan to be move and directly control the project process with instructions announced.

A project/contract can be successful completed need collections (in) as well as payment to subcon/supplier (out) on time. Either one party delaying might result the project moving in slow or unsatisfied progress. Finance's task need to make sure collection received on time and payment made before the due date too in order to smooth up the project progress.

Achievements

I remembered that in my first company, due to I am the team player in Finance team, a lot of subcon or suppliers know me. They always mentioned my name in their meeting. For example : If you face any invoice issue, payment issue or any finance related issue, just ask Colin from CWM company, she will guide you what to do next and she always keep the project information up to date. Even during GST implementation, I did assist subcon's account on how to solve/manage it properly.

Promotion History in Company

Year 2006 – Join as Account Assistant

Year 2008 – Promote to Account Supervisor

Year 2010 – Promote to Account Executive

Year 2012 – Promote to Senior Account Executive

Year 2016 – Promote to Assistant Manager

Year 2019 – Accountant in second company

Year 2022 – Finance Manager in current company

Current Salary

RM 11,500 + Handphone Allow 50