



Nabilah Ahmad Nasruddin

Kuala Lumpur | nabilahnasruddin@yahoo.com | +6012 9042835 |

Professional Summary

Results-driven finance professional with over 15 years of experience in construction & project services, currently serving as Assistant Manager – Accounts Receivable at Edgenta Infrastructure Services. Proven expertise in managing project billing, cost tracking, claims processing, and intercompany reconciliations for large-scale infrastructure and engineering projects. Experienced in contract review, particularly in validating billing terms, identifying commercial risks, and supporting claims and variation order processes in collaboration with contract and operations teams.

Deeply involved in hands-on execution of financial operations including SST compliance, e-Invoice implementation, and Oracle Cloud Financials enhancement. Strong track record in maintaining project financial records, resolving billing disputes, and driving process improvements that enhance cash flow and operational efficiency. Adept at working in cross-functional teams, ensuring alignment between finance and project delivery functions in fast-paced, project-driven environments.

Work Experience

Finance Assistance Manager,

Edgenta First Sdn Bhd (July 2021 – Current)

- Instrumental in end-to-end E-Invoice implementation for Accounts Receivable, encompassing process mapping, system configuration, and compliance with regulatory requirements. Acted as an all-rounder during User Acceptance Testing (UAT), ensuring seamless integration, validating system functionality, and addressing cross-functional dependencies to support efficient operations.
- Lead a Accounts Receivable team within the Project Management Portfolio.
- Ensure accurate and timely processing of customer invoices for Infrastructure Services, Asset Consultancy Management, and Property & Facilities services.
- Monitor and follow up on outstanding payments, maintaining effective communication with internal teams and external customers.
- Collaborate across departments to resolve billing discrepancies and contribute to process improvement initiatives.

- Streamline Billing and Receipts activities for compliance with authorities' requirements.
- Conduct regular reviews of company system data to provide accurate information to management.
- Intercompany reconciliation
- Liaise with internal and external stakeholders regarding billing and receipts queries.
- Supervise ROSS ERP & Oracle System for billing purposes.
- Experience in the migration and integration of financial systems, ensuring seamless transition and minimal disruption to operations.
- Collaborated with cross-functional teams including IT, finance, and project management handling system interruption and UAT.
- Oversaw process mapping, validation, and reconciliation processes, ensuring accuracy and consistency of financial data post-migration.
- Implement and enhance accounts receivable processes and procedures.
- Active involvement on ad-hoc assignments, process improvement initiatives.
- Stay updated with industry trends and regulations related to accounts receivable.

Senior Executive Receivables,

UEM Edgenta Berhad (January 2020 – June 2021)

- Oversaw the Billing and Receipts activities and provided operational support to the team.
- Assisted in billing activities and conducted regular reviews of system data for accuracy.
- Liaised with internal and external stakeholders to resolve billing queries.
- Assisted in process improvement projects and system integration.
- Conducted thorough testing of migrated systems, identifying and rectifying issues to guarantee system functionality and data integrity.
- Developed and delivered training programs for end-users, facilitating smooth adoption of the new system, and maximizing efficiency.
- Monitored post-migration performance, addressing any arising concerns promptly to optimize system functionality and user experience.

Finance & Admin Executive,

Hyphens Pharma Sdn Bhd (May 2019 – December 2019)

Experienced in accounting, overseeing financial management, HR functions, office administration, and logistics. Skilled in financial forecasting, budgeting, operational performance analysis, and process improvement to support business objectives.

Managed cross-functional initiatives such as system migrations, corporate events, and team-building activities. Proficient in end-to-end finance and accounting, sales and operations reporting, fixed asset procurement, IT support, and system management.

Known for ensuring compliance with regulatory standards, optimizing business processes, and driving collaboration across departments to achieve strategic goals

- **Accounts Payable (AP):** Matched invoices with delivery and purchase orders, processed OPEX approvals, handled payments, and maintained reconciliations and filing. Communicated with vendors and stakeholders to resolve payment issues.
- **Accounts Receivable (AR):** Managed invoicing, stock conversions, debit notes, and reconciliations. Monitored collections, conducted credit assessments, and handled trade returns and excess stock.
- **General Ledger (GL) & Logistics:** Prepared journals, reconciled bank and petty cash, and assisted with stock counts. Oversaw goods clearance, rework processes, and updated pricing for short expiry goods.

Senior Account & Admin Executive,

A.S. Engineering Sdn Bhd, Kuala Lumpur (April 2016 – March 2017)

- Prepared monthly financial statements and conducted bank reconciliations.
- Assisted in tax filings and collaborated with external auditors during annual audits.
- Supported financial analysis and budgeting processes.
- Managed a full portfolio of company accounts and performed regular account reconciliations.
- Conducted credit reviews and coordinated with external collection agencies.

Account Officer,

Dynamic Marketing Sdn Bhd (SPYTL Sdn Bhd), Kuala Lumpur (Jan 2010 - May 2015)

- Prepared statutory accounts and tax submissions.
- Processed payments, prepared bank reconciliations, and closed monthly accounts.
- Assisted in Year-End Audit and maintained accounting records (AP, AR & GL).
- Provided support for ad-hoc reporting and analysis.

Account Receivable Assistant,

YTL Cement Marketing Sdn Bhd, Kuala Lumpur (June 2009 - Dec 2009)

- Recorded sales and purchases, prepared invoices, and aging statements.
- Prepared bank reconciliations and maintained suspensions and over dues lists.
- Handled customer inquiries and managed debtor accounts.

Payroll & Account Assistant,

Perodua Manufacturing Sdn Bhd, Kuala Lumpur (Jan 2009 – May 2009)

- Processed staff claims, managed cash allocation, and handled daily posts.
- Managed invoices, expenses, and cheque writing.

LEADERSHIP EXPERIENCE

E-Invoicing Expertise: Coordinated and implemented Wave 1 and Wave 2 E-Invoice solutions for Accounts Receivable, ensuring compliance with regulatory standards and streamlining AR processes.

Process Optimization: Created, drafted, and implemented job aids in Accounts Receivable to standardize and streamline processes across multiple business units, enhancing operational efficiency.

Project Leadership: Skilled in leading cross-functional teams to execute receivables initiatives and system enhancements while driving continuous improvement. (2022-current)

Mapping Process for Account Receivables Process to Streamline across all Business Unit (27 Business Units)

EDUCATION

- Bachelor of Art in Accounting & Finance, University of Greenwich (June 2016)
- Certified Accounting Technician, University of Technology MARA (UiTM) (December 2007)

SKILLS

- Accounting software: Oracle, ROSS ERP, Auto Count, SQL and Accpac.
- Microsoft Excel and other Microsoft Office applications.
- Language: English & Bahasa Melayu

Reference:

Head Finance Shared Services – Hee Yee Swung

R2R Manager – Teo Chiew Yen