



THANNABALASINGAM A/L GUNASAKARAN

Accountant



013-5035562



tbsingam2288@gmail.com



No 50, Jalan Kerongsang 1,
Bandar Puteri, 41200, Klang



22nd July 1988 (37 years old)



Married

ABOUT ME

Experienced in accounting who adapts seamlessly to constantly evolving accounting processes and technology. Adept at budget forecasting, financial reporting and corporate tax planning. Specialized in financial planning, reporting and analysis.

SKILLS AND STRENGTH

Microsoft Office

100%

Communication Skills

100%

Client/ Networking Ability

100%

Organizational Skills

100%

Financial Reporting and Analysis
Presentation

100%

EDUCATION HISTORY

Field of Study: Information Technology
(Diploma)

Major: IT

April 2006

Institute/ University: Informatics College

CGPA: 1.25

Field of Study: Business Administration
(Diploma)

Major: Business

March 2010

Institute/ University: Binary University College

CGPA: 2.00

Field of Study: Accounting and Finance
(BA.Hons)

Major: Accounting and Finance

Dec 2013

Institute/ University: Asia Pacific University of
Technology and Innovation

CGPA: 2.55

WORK EXPERIENCES

Company Name: HSBC Data Processing

Position Title: Global Support Executive

Position Level: Junior Executive

Specialization & Industry: Banking/ Financial

Services Duration: July 2010-Dec 2010

Experience Level: 6 months (Contract Basis)

- Experienced in doing electronic credit card application on behalf of customers, investigating where credit card have been sent to receiver and investigating card application received with insufficient information.

Leadership



Knowledge & Experience of MYOB



Ability to handle inter company transaction



Training & Development for staffs & Internship Students



Customer Service



Multitasking



Ability to work under pressure



LANGUAGES

Spoken and Written

Bahasa Malaysia



English



Tamil



Company Name: SNK Management Service SB

Position Title: Accounts

Position Level: Junior Executive

Specialization & Industry: Accounts & Management Services

Duration: Oct 2012-Oct 2014

Experience Level: 2 years

- Assisted the accounts and tax manager in a variety of business roles - Bank Reconciling Statement.
- General ledger entry including accruals and prepayments.
- Assisted internal/ external auditors with queries
- Chasing outstanding customer accounts.
- Process A/P, A/R and cash receipts into the G/L system.
- Prepare trial balance and balance sheet.
- Assisted in the preparation of the year end accounts for clients.

Company Name: Pantai Holdings Sdn Bhd

Position Title: Accounts

Position Level: Junior Executive

Specialization & Industry: Finance Executive & Medical

Duration: Nov 2014-May 2016

Experience Level: 1 year 6 months

- Full set account (TB, BL, & Bank Reconcile)
- Check on day to day finance processes- Invoicing & verifying collection.
- Conduct credit evaluation for new & existing customer and monitor outstanding balances.
- Prepare monthly statement of account for each company & update payment on the system.
- Handling GST implementation to debtors and creditors & update our system with debtors and creditors GST details.
- Assisted in management billing process
- Communicated with internal and external parties on billing discrepancy.

REFERENCE

Mr Damian
Pantai Medical Centre Sdn Bhd
(IHH)
Senior HR
012-3883976

Company Name: YTL Hotel and Properties

Position Title: Accounts

Position Level: Finance Executive

Specialization & Industry: Finance Executive & Hospitality

Duration: June 2016

Experience Level: 6 months

- Prepare monthly Debit and Credit Note
- Review & reconcile inter company billing/ transaction
- Monthly closing
- Income Audit
- Costing on expenses and rebate
- Checking on claims, consignment and monthly invoices

CERTIFICATES

Field of Study: Sales & Marketing
Major: Marketing
Institute/University: Binary
University College
Graduation Date: Dec 2009

Company Name: Pantai Medical Centre Sdn Bhd

Position Title: Accounts

Position Level: Finance Executive

Specialization & Industry: Finance Executive & Hospitality

Duration: May 2017-Present

Experience Level: 8 years

- Provide month end activities (TB, BL, PL & Bank Reconcile.
- Provide accurate and clean commentaries for respective function.
- Monthly and quarterly closing (MFRS 9, MFRS 16)
- Monthly aging of collection
- Review staff work, accruals & payment instruction
- Liaise with internal and external auditor & tax computation
- Month end journal entries
- Pricing setup
- Reporting to Finance Manager, CEO
- In-charge person for Business Office & Credit Control
- Credit Control monthly report & collection
- Able to deal with TPA, insurance, corporate & patient
- Ensure completion of Internal Compliance audit monthly