



MUHAMMAD AMIR FADHLY BIN ABDUL RAHIM

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PROFESSIONAL PROFILE

ACCA affiliate with experience in Finance, Compliance Audit, and Corporate Tax. Proven in managing end-to-end finance operations, including reporting, journal entries, and cash flow optimization. Skilled in cross-functional coordination and driving process improvements to support strategic decisions.

WORK EXPERIENCES

VESUVIUS MALAYSIA SDN BHD

Klang, Selangor

Senior Finance Executive

February 2025 – Current (Contract)

Responsibilities:

- Prepare and analyze monthly Sales, Collection and Gross Margin reports to provide insights to senior management for informed decision-making
- Manage Accounts Receivable for 100+ business partners, optimizing collection strategies to improve cash flow and reduce overdue balances
- Prepare and reconcile the Debtor Aging Report with the Trial Balance by finalizing AR balances after forex revaluation for accurate month-end closing
- Analyze monthly collection forecasts vs. actuals to support cash flow planning and provide actionable insights across the finance team
- Oversee end-to-end costing processes in coordination with Production, Sales, and Supply Chain teams, analyzing cost trends to support management decisions
- Prepare accruals and journal entries for month-end closing including depreciation, bonuses, annual leave, internal material usage, and sales commissions
- Lead coordination with regional teams to verify sales commission and payroll details, collaborating with AP to ensure accurate and timely payments
- Involved in SAP B1 (8.82 to 10.10) migration project; led UAT testing and finance module setup for system go-live

Key achievements:

- *Conducted in-depth Aging Analysis with SEA Head of Finance, accelerating resolution and optimizing cash flow*

FOCUS POINT VISION CARE GROUP SDN BHD

Petaling Jaya, Selangor

Senior Finance Executive (Accounts Receivable & Reporting)

September 2023 – January 2025

Responsibilities:

- Managed Accounts Receivable for franchisees and associated entities, reducing receivables by 15% through efficient invoicing and collections
- Led the preparation and reconciliation of Statements of Accounts (SOA), including aging analysis and cross-department coordination to ensure accuracy and timeliness

- Prepared journal entries for deferred income, accruals, and intercompany transactions to support month-end closing
- Monitored overdue accounts and implemented follow-up actions to recover outstanding balances
- Provided excellent customer service by addressing client inquiries and maintaining positive relationships

Key achievements:

- *Effectively managed the Statements of Accounts for approximately 70 franchise outlets monthly, consistently meeting deadlines*
- *Initiated and executed effective communication initiatives with Franchisees, developing positive relationships while facilitating timely debt collections*

FOCUS POINT VISION CARE GROUP SDN BHD
Senior Compliance Audit Executive (Retail and F&B Sector)
December 2021 – September 2023

Petaling Jaya, Selangor

Responsibilities:

- Led Operational Audits at Optical and Food & Beverage outlets, ensuring compliance to internal policies, regulatory requirements, and industry standards
- Audited Order Management Systems and Billing Processes in F&B sector for effectiveness and adherence
- Identified control gaps and recommended improvements for operational efficiency
- Prepared and delivered audit reports on time to enhance operational performance
- Conducted follow-ups with outlets and departments to ensure timely resolution of action plans
- Assisted the Audit Manager with planning and provided guidance to junior team members

Key achievements:

- *Successfully audited over 100 outlets in one year, consistently delivering reports well within the stipulated timeframe*
- *Effectively communicated audit findings and guided departments through corrective action plans, improving overall business operations*

EMPLOYEES PROVIDENT FUND (EPF)
i-Sinar & Withdrawal Operations Associate
January 2021 – July 2021 (Contract)

Kuala Lumpur

Responsibilities:

- Verified and approved EPF members' documents for i-Sinar withdrawal applications
- Managed applications within KPI deadlines and liaised with members to follow up on documentation
- Analyze system and workflows to develop, maintain and enhance the process for withdrawals
- Created process documentation and developed flowcharts to improve operations
- Communicated effectively with a wide range of stakeholders to understand, clarify and update operation manuals

Key achievements:

- *Exceeded daily i-Sinar processing KPI by 200%, significantly expediting approval timelines*

SASJATI HOLDINGS SDN BHD
Finance & Admin Executive
June 2018 – March 2020

Petaling Jaya, Selangor

Responsibilities:

- Prepared financial reports (monthly/yearly income statements and budgets) and analyzed variances
- Managed business operations including invoicing, receipts, and contract agreements for accurate financial reporting
- Monitored cash flow and ensured timely collection of receivables

ERNST & YOUNG TAX CONSULTANTS SDN BHD
Tax Associate – Global Compliance & Reporting
July 2016 – May 2018

Kuala Lumpur

Responsibilities:

- Managed tax computations and filings for 50+ companies, applying ITA 1967 & IRB guidelines
- Coordinated with clients and IRB on audits, tax clearance, appeals, and refunds
- Worked with the team to streamline workload, ensuring high quality work and performance

Key achievements:

- *Successfully submitted income tax return forms for 40 companies within a 4-month peak period and managed the tax returns for 50 companies over the course of a year*

EDUCATION

HELP COLLEGE OF ARTS & TECHNOLOGY
ACCA Qualification, Association of Chartered Certified Accountants
Optional papers completed:-
P6 – Advanced Malaysian Taxation
P7 – Advanced Audit and Assurance

Kuala Lumpur
Jan 2012 – Jan 2016

UNIVERSITI TEKNOLOGI MARA (UiTM)
Foundations in Accountancy

Shah Alam, Selangor
June 2010 – Dec 2011

TECHNICAL SKILLS

- SAP, Goldsoft ERP, ERP Navision, OneSource Tax Software
- Microsoft Excel (Lookups, Pivot Tables, Data Analysis), Word, PowerPoint

CORE COMPETENCIES

- Journal Entries, Debtor & Collection Analysis, Costing Analysis, Sales & Gross Margin Reporting
- Proven leadership in coordinating cross-functional teams and driving initiatives
- Detail-oriented with strong organizational skills under tight deadlines

PROFESSIONAL DEVELOPMENT

- Tools for Lead Auditor, The Institute of Internal Auditors | 2023
- Internal Auditor Training, ISO 22000:2018 | 2022

REFERENCES

Reference 1:

Mohd Amir Safwan bin Mohd Zol
Senior Executive
Internal Audit Department
A-Look Eyewear Sdn Bhd
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Reference 2:

Sirajuddin bin Othman
Senior Manager
Global Compliance & Reporting
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