



SIOW CHOON MUN

Finance Manager

 **Address** : Sungai Buloh, Selangor, Malaysia

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 **Email** : choonm.s@gmail.com

 **Date of Birth** : 27 September 1992



Professional Summary

Finance Manager with 9 years of experience in accounting, finance and human resources across diverse industries, including construction, engineering, capital and FMCG. Skilled in leading and managing full finance functions, financial reporting, taxation, treasury and human resource management.

Experience

Montha Group Aug 2020 – Present

Finance Manager

Construction/ Capital/ Plantation/ Real Estate Marketing

- Established & managed Finance and Human Resources departments
- Responsible for managing overall Finance and Human Resources, covering closing of accounts, treasury, taxation, budgeting, audit, payroll processing, recruitment, training & development and internal controls
- Secured and managed banking facilities and government incentives
- Led, trained and developed staff across departments and project teams

AZTI Group Apr 2018 – Aug 2020

Senior Finance Executive

Engineering/Construction

- Managed full sets of accounts for group entities
- Transitioned accounting standards from MPERS to MFRS
- Oversee finance operations including submission of GST/SST, tax estimates, MSC/MDEC reporting
- Drafted SOPs and improved internal controls for ISO certification
- Led financial audits, tax agents, company secretary and liaise with Customs/Inland Revenue officers

See Hoy Chan Group Mar 2017 – Mar 2018

Accounts Executive

Property Development/Property Management

- Prepared monthly management accounts and variance analysis reports
- Handled GST returns, CP204 tax estimates and annual budgets
- Managed invoice issuance, collections and ERP data migration

Fraser & Neave Holdings Berhad

Finance Executive Mar 2016 – Mar 2017

Finance Associate Feb 2015 – Feb 2016

FMCG

- Performed data entry, asset tagging, bank reconciliations for F&N group of companies

Education & Certifications



Professional Certifications

- | | |
|---|----------|
| • Association of Chartered Certified Accountants (ACCA) | Finalist |
| • Royal Malaysian Customs Department – Goods and Services Tax (GST) | 2018 |
| • Advanced Diploma in Accounting and Business (ACCA) | 2015 |
| • Diploma in Accounting and Business (ACCA) | 2012 |
| • Certified Accounting Technician (CAT, ACCA) | 2010 |

Core Skills

- ✓ Financial Management & Reporting
- ✓ Tax Planning & Compliance
- ✓ Treasury & Cash Flow Management
- ✓ ERP & System Implementation
- ✓ Human Resource Management
- ✓ Team Leadership & Training

Key Achievements

- ✓ Key personnel established Finance and Human Resources departments
- ✓ Ensured full tax compliance, including e-Invoice implementation
- ✓ Managed smooth transition from MPERS to MFRS accounting standards

Technical Skills



Financial Software : SAP, AutoCount, SQL Account



Productivity Software : Microsoft Excel, Word, PowerPoint



Finance Operations : Money market placement, e-Invoice



Human Resources & Compliance : HRMS systems, Company handbook administration