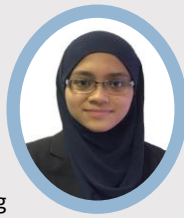


PROFILE

A detail-oriented and results-driven accounting professional with 5 years of experience in managing financial records, ensuring regulatory compliance, and driving operational efficiency.



Adept at using accounting software such as SAP, SQL, Sage UBS and Microsoft Excel to streamline processes. Recognized for maintaining high standards of accuracy, meeting tight deadlines, identifying cost-saving opportunities, and working collaboratively with cross-functional teams to support organizational goals. Eager to leverage accounting expertise to contribute to the success of a dynamic organisation.

CONTACT

- (+60)19-488-1005
- Cyberjaya, Selangor, Malaysia
- sharifahshahirah.syedsafi@gmail.com
- www.linkedin.com/in/shahirahsafi

EDUCATION

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)

Sentral College – Completed
January 2017 – June 2025

- P1 - Governance, Risk, and Ethics (PASS)
- P2 - Strategic Business Reporting (PASS)
- P3 - Business Analysis (PASS)
- P5 - Advanced Performance Management (PASS)
- P7 - Advanced Audit and Assurance (PASS)

BACHELOR (HONS) OF ACCOUNTING

International Islamic University Malaysia (IIUM)
January 2013 – December 2016

- Committee in Survival Mentoring Camp for enhancement of leadership skills
- Managed and coordinate as a high committee in 29th IIUM Convocation Fiesta 2013 and 'E-Bazaar and Economic Road' event for better teamwork and problem-solving skills

FOUNDATION OF ACCOUNTING

International Islamic University Malaysia (IIUM)
June 2011 – December 2012

- Dean's List Awards in all semesters

SKILLS & LANGUAGES

- SAP, SQL, Sage UBS
- Advanced Microsoft Excel
- Accounts Payable and Receivable
- Financial analysis and Budget planning
- Auditing and Internal Controls
- English (Proficient - Written and spoken)
- Malay (Proficient - Written and spoken)

SHARIFAH SHAHIRAH SYED SAFI

WORK EXPERIENCE

Mudah Healthcare Sdn Bhd

June 2024 - Current

Senior Finance Executive

1. Healthcare Consultants Asia Sdn Bhd
 - Led financial reporting, cash flow optimization, and process improvements by managing AP/AR, developing SOPs, strengthening internal controls, and mentoring junior staff to enhance overall finance operations.
2. Mudah Healthtech Sdn Bhd
 - Managed full set of accounts, including grant accounting and cash flow forecasting, ensuring accurate financial reporting, compliance with funding requirements, and effective liquidity planning
3. Neopharma Biotech Asia Sdn Bhd
 - Handled full set of accounts and cash flow forecasting, coordinated intercompany sales and purchase transactions, and currently support group-level consolidation to ensure accurate and timely financial reporting across entities.

AMD Global Services Sdn Bhd

September 2022 – November 2023

Finance Executive

- Managed end-to-end marketing finance processes, including processing initiatives, reservations, and invoices while ensuring compliance with internal claiming policies.
- Collaborated with marketing teams, cross-functional partners, and customers to resolve inquiries within defined SLAs.
- Supported monthly, quarterly, and annual accruals (Opex, RR), performed variance analysis, and handled reclassifications of expenses, prepayments, and reservations to support accurate financial planning.
- Assisted in budget tracking, historical spend analysis, supplier and customer account reconciliations, and preparation of KPI reports to support data-driven marketing decisions and improve process efficiency.

Fuumiha Resources Sdn Bhd

May 2020 – July 2022

Finance Executive

- Prepared manual journal entries, income statements, and statements of financial position, ensuring accurate financial reporting aligned with audit standards and regulatory compliance requirements.
- Tracked and analyzed budget performance and revenue trends, delivering detailed reports to leadership teams to support strategic planning and informed decision-making.
- Oversaw the month-end closing process, including thorough bank reconciliations and review of key accounts, to ensure completeness, accuracy, and timely submission of financial data.
- Collaborated with external auditors during annual audits, providing necessary documentation and insights to facilitate a smooth audit process, reduce compliance risks, and uphold financial transparency.

Wilmar GBS Sdn Bhd

January 2018 – December 2018

Financial Accountant (Accounts Payable)

- Reviewed supplier invoices and employee expense claims to ensure proper authorization, accurate GL coding, and compliance with company policies before processing for payment.
- Monitored and analyzed vendor aging reports, prepared detailed workflow and outstanding item reports, and recommended actions to support timely payment cycles and maintain healthy supplier relationships.
- Reconciled payment batches against corresponding vendor invoices, employee claims, and bank records to verify accuracy and resolve discrepancies promptly.
- Processed a range of financial transactions, including supplier payments and reimbursements, to support smooth procurement operations and ensure the timely delivery of goods and services.

Aljeffridean Chartered Accountants

January 2016 – June 2016

Audit Assistant

- Prepared comprehensive audit planning documents, conducted process walkthroughs, and evaluated internal controls through detailed testing to assess operational and financial compliance. Developed well-supported audit reports with actionable insights and collaborated with stakeholders to follow up on remediation plans, driving timely implementation and promoting best practices for ongoing improvement.