

**NUR AINI AFIFAH BINTI JELANI**

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**ABOUT ME**

I am a MICPA-CAANZ graduate with 6 years of working experience in Accounting and Finance. I have experience in handling a full set of accounts and the General Ledger department where the main focus is on Financial reporting and analysis. I am currently working as Finance and Account cum Human Resource and Admin Manager in one of the Small Medium Enterprise company, in the rice trading industry.

I am seeking for a job that allows me to contribute my knowledge, experiences, skills and to add value for the company and myself especially in the accounting and finance industries.

**EDUCATIONS**

**MICPA-CAANZ PROGRAMME** (2019-2022)

Passed all modules as below:

1. Audit & Assurance
2. Taxation
3. Management Accounting & Applied Finance
4. Financial Accounting & Reporting
5. Capstone

**BACHELOR OF ACCOUNTING** (2014 – 2018)

**UNIVERSITY OF MALAYA (UM)**

CGPA: 3.18 (Pass with Honours)

**ACCOUNTANCY** (2013 – 2014)

**JOHOR MATRICULATION COLLEGE**

CGPA: 4.00 (First Class Honour)

**SIJIL PELAJARAN MALAYSIA** (2011 – 2012)

**SEKOLAH MENENGAH KEBANGSAAN BUKIT JELUTONG**

Result: 3A, 2A-, 4B+

**WORK EXPERIENCES**

**ACCOUNT, HUMAN RESOURCE AND ADMIN MANAGER (DEC 2024 - CURRENT)**

**EDARAN KOMACHI SDN BHD**

**ACCOUNT AND FINANCE MANAGER**

- Responsible in handling Edaran Komachi Sdn Bhd closing preparation and reviewing other companies Management Account (AAH Nippon Sdn Bhd and AAH Auto Sdn Bhd):
- Prepare the monthly cash flow forecast and budgeting
- Overseeing the account payable, account receivable and treasury function for the three companies.

**HUMAN RESOURCE AND ADMIN MANAGER**

- Reviewing the company memos, proposals and official letter.
- Reviewing the payroll and commission working,
- Contribution : Simplify the sales commission calculation process from 3 working days to half of the day.

### **SENIOR ACCOUNT EXECUTIVE (OCT 2023 - NOV 2024)**

#### **EDARAN KOMACHI SDN BHD**

Responsible in handling its companies (Edaran Komachi Sdn Bhd, AAH Nippon Sdn Bhd and AAH Auto Sdn Bhd):

- Monthly closing preparation –
  - Create financial data such as journal entries, accrual, journal reclassification, prepayment, and intercompany entries into the ledger.
  - Reconcile accounts with general ledger.
  - Liaise with other internal departments to analyze and gather relevant financial information.
- Prepare monthly management reports and analysis (Profit & Loss, Balance Sheet and Cash Flow)
- Liaise with auditors and tax agents on preparation to finalize Audited Financial Report and Tax Computation.
- Review the accuracy of the payment voucher and cash voucher.
- Contributions:
  - Coaching the finance staff on the correct recognition of expenses.
  - Coaching the finance and procurement staffs to utilize the A/P Invoice Entry in Autocount.
  - Create a schedule on interest cost incurred for loans, hence to be able analyze the impact on daily interest charged per year.
  - Created a credit note form to control the issuance of CN
  - Prepare a timeline on the implementation on the E-Invoice for related departments.
  - Coaching the finance staff on the recognition of Foreign Exchange in management account.

### **FINANCE EXECUTIVE, GENERAL LEDGER (JUL 2020 – SEPT 2023)**

#### **REDTONE TELECOMMUNICATIONS SDN BHD**

Was responsible to ensure that the companies' accounting information and practices are accurately reflected. My job scopes are as below:

- Monthly closing preparation –
  - Create financial data such as journal entries, accrual, journal reclassification, prepayment, and intercompany entries into the ledger.
  - Reconcile accounts with general ledger.
  - Prepare revenue reports.
  - Liaise with other internal departments to analyze and gather relevant financial information.
- Prepare monthly management reports and analysis.
- Liaise with auditors and tax agents.
- In charge of SST submissions and Return of Net Revenue (RONR) submission required by MCMC.
- Prepare monthly and quarterly analytical product reports for high management.
- Assist on ad-hoc tasks such as UAT on Bix reporting tools.

### **FINANCE EXECUTIVE (OCT 2018 – SEPT 2019)**

#### **TOP GLOVE SDN BHD**

Was responsible for handling full set of account for Top Healthy Fitness (Fitness Center) and TGGD Medical Clinic whereby my job scopes are:

- Managed accounts payable, accounts receivable, and LOCUM & OT calculation.
- In charge of payments and issued invoices for external and interco sales.
- Monitored and recorded company expenses and ensured sufficient funds in the banks daily for payment purposes.
- Daily cash revenue collection and handled cash claims.
- Monthly closing preparation (bank reconciliation, journal provision, matching, etc)
- Presented monthly financial results in the Finance and Leasing Meeting.
- Maintained good documentation of invoices, agreements and necessary documents for audit purposes.

- Performed administrative tasks such as vendor and customer code registration and assets number.
- Prepared monthly financial statements, bi-projections, forecasting and budgeting.

#### **INTERN (FEB 2018 – JULY 2018)**

##### **PETRONAS, GROUP TREASURY DEPARTMENT**

Was assigned under the operational team, which consists of Debt Management Unit and Settlement team. It taught me to be a multitasker, adaptable and know the importance of good communication. Responsible for:

- Daily tasks such as bank reconciliation, matching, and extracting reports from SAP.
- Prepared daily settlements report and ad hoc tasks such as prepared AGM/EGM Letter to Members.
- As for monthly tasks, help to prepare Internal and External Loan Analysis and calculate the accrual interest for OPUs.

#### **SKILLS**

- Excellent skills in Autocount Software, Microsoft D365, Microsoft Office, SAP Software, SAP Business One, Data Transfer Workbench (DTW), GLOCO and Eclinic.
- Excellent and professional command in English and Bahasa Melayu.
- Good team player, familiar with tight deadlines and fast learner.

#### **REFERENCES**

<b>Mr Firdaus Kamaruzzaman</b> Assistant Manager Padiberas Nasional Berhad 017-3112502	<b>Mrs Lim Loo Yee</b> Finance Senior Executive REDtone Telecommunications Sdn Bhd 016-276 7211
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