



NUR ZAHIRAH BINTI MOHD ZAID

nurzahirahzaid@gmail.com

017-5170957

16-A, Lot 2835, Lorong Belimbing, Kg.
Cempedak, Kuang,
47000 Sungai Buloh, Selangor.

OBJECTIVE

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities affecting mutual employee and employer growth and success.

PERSONAL DETAILS

Date of Birth	: 02 Dec 1992	Religion	: Islam
Sex	: Female	Status	: Married
H/P No	: 017-5170957	Children	: One (1)

EDUCATIONAL BACKGROUND

2012-2014	ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANT (ACCA) (PARTIAL)
2010-2011	UNIVERSITI TEKNOLOGI MARA, SHAH ALAM. CERTIFIED ACCOUNTING TECHNICIAN (CAT)
2008-2009	SMK SERI SAMUDERA, SERI MANJUNG, PERAK. LCCI (Level 2) 'Sijil Pelajaran Malaysia' (SPM) (5A,3B,1C)
2005-2007	SMK CONVENT, SITIAWAN, PERAK. 'Penilaian Menengah Rendah' (PMR) (5A,2B,1C)
2002-2004	SK SERI SITIAWAN, SERI MANJUNG, PERAK. 'Ujian Penilaian Sekolah Rendah' (UPSR) (4A, 1B)

EXTRA CURRICULAR ACTIVITIES

2010-2011	UNIVERSITI TEKNOLOGI MARA, SHAH ALAM. Participated in Sports Day.
2008-2009	SMK SERI SAMUDERA, SERI MANJUNG, PERAK. Secretary of School Prefect. Secretary of Persatuan Bahasa Melayu.
2005-2007	SMK CONVENT, SITIAWAN, PERAK. Participated in Sports Day.

SKILLS

Computer skills:

Proficiency

1. Microsoft Office	Intermediate
2. Oracle Accounting System	Intermediate
3. SAP Accounting Software	Intermediate
4. SQL Accounting Software	Intermediate
5. Infinium (AS400) Accounting Software	Intermediate

Languages.

1. Bahasa Melayu	Excellent
2. English	Excellent

STRENGTH

- Good interpersonal skills with people of all levels.
- Able to work independently with minimum supervision.
- Very committed to the job and task.
- An innovative and fast learner.

EXPERIENCE

1) Sonoco Products (M) Sdn Bhd (Senior Finance Executive - Costing) (September 2021 – Present)

i) Costing

- To simulate the costing for new products based on customer's products requirement.
- Project based-costing - cost saving projects / new development project costing.
- Quarterly price update and key person for transfer pricing.
- Monthly meeting with Top Managements to review the current margin and performance.
- Assist in budget preparation and rolling forecast.

ii) Controls & Manufacturing Data Accuracy

- To check monthly production report are transact in system according to the correct material usage.
- Check manufacturing costs, over-under usage of materials and resources for daily Jobs in production.
- Review and analyze the issue in production that affects to increase in costs and to discuss solution with Planning & Production
- Check abnormality in jobs, any issue in BOM.
- Liaise with Master Data Management on any incorrect item costs in system for cost update and Roll Up. □ Close the monthly jobs on time, with correct reporting on the variance.

iii) Standard Cost

- Update standard cost file with updated raw material trend.
- Liaise with Master Data Management side on any changes on the pricing

iv) Budgeting & Forecasting

- Develop, maintain and update financial models and budgets.
- Collaborate with various departments to gather necessary data and insights.
- Create and update financial forecasts based on historical data and insights from Sales and Commercial team.
- Prepare detailed reports and presentations for senior management.

v) Safety & Others

- Engage in monthly Plant's Safety activities – Zone Audit, GMP Audit, Safety Talk, Gemba Walk, PPE Audit.

2) Texchem Life Sciences Sdn Bhd (Senior Accounts Officer – Executive) (March 2017 – August 2021)

i) Taxation

- Preparing yearly companies tax computation.
- Calculate and review tax estimate.
- Prepare, submit monthly GST reporting & liaise with Custom Officer regarding any GST queries / additional report.

ii) General Ledger

- Maintain general ledger accounts and prepare journal entries for accruals and variances.
- Generate and submit account management reports to group office on monthly basis.
- Track and maintain fixed asset ledger by coordinating with Technology and Accounts Payable. Prepare schedules for reporting of fixed assets.
- Attend to external auditors' requests and queries during annual audit.
- Assist with preparation of month-end financial statements, cash flow statements, budgets.

iii) Costing

- Update monthly Machine Hour into the system.
- Calculate and allocate costs for each machine according to their machine hour, labor costs, and other Overhead costs. □ Calculate and analyse product costs from time to time.

iv) Others

- Record daily foreign exchange rate into the system.
- Assists Accounts Payable in capturing invoices.
- Assists in preparing payment to suppliers.
- Prepare documentation for banking facilities (Banker's Acceptance, Revolving Credit)

3) Vale Malaysia Minerals Sdn Bhd (Finance & Administration Executive) (Contract)

i) Facilities - Tenancy

- Maintain Master List of Tenancy including safe keeping of Original Agreement (Stamped).
- Prepare summary of deposit to be refunded by landlord.
- Arrange for deposit and monthly payment.

ii) Office Management – Utilities & Stationery

- Maintain Master List of summaries for utilities such as TM and TNB.
- Submit monthly deduction summary for private mobile usage.
- Prepare bill for payment arrangement.
- In charge of office stationery (stock take, monthly order & payment arrangement).
- Responsible for rubber stamp order (upon request).

iii) Finance

- Create Purchase Requisition (PR) related to Finance & Administration.
- Create Service Entry Sheet (SES) related to Finance & Administration.
- Prepare accrual and forecast related to Admin & Insurance.
- Entry of PR & PO for Contract uploading in SAP – New & Renewal (all houses and office in Ipoh/Lumut/KL/Penang).
- SES creation for monthly rental for all houses and offices.
- In charge of Special Payment / Advance Payment.

4) Power Cables Malaysia Sdn Bhd (Accounts Executive) (June 2014 – Dec 2015)

i) Payment

- Process and update in SAP for all types of payment including payable financing and all bank charges.
- To inform all beneficiaries for payment made by telegraphic transfer if it is not emailed by bank.
- Ensure only forecast payment is paid unless proper approval is obtained.

- Ensure proper authorization of expenses and payment process in Compliance to Law 262 Internal Control when payment is made.
- Responsible for timeliness of payment to avoid any late payment penalty

ii) Creditor's Ledger

- All new creation of creditors and changes to the creditors must be properly authorized and supported with relevant documents.
- Ensure no long overdue vendor invoices left unpaid in creditor's ledger. Any dispute invoices are to be investigated and highlighted to FM for remedial action.
- Follow-up and clearance of long outstanding suppliers'/subcontractors' account to ensure compliance of the Unclaimed Money Act 1965.

iii) Debtor's Ledger

- Support Sales Team in collection.
- Timely and Accurate data entry for debtor's payment into system.
- Weekly AR Aging.

iv) FI Invoice

- Responsible for accurate and efficient data entry of all FI Invoices into SAP.
- List of FI Invoices include debit notes and credit notes are as follows: -
 - * Inter-companies
 - * Utilities
 - * Statutory (EPF, SOCSO, Company Tax, Sales Tax)
- Ensure all FI invoices are properly approved before data entry into SAP.

v) Cash Management & Banking

- Prepare monthly payment forecast for all payments due in trade and non-trade creditors and all anticipated payment not in creditors' ledger.
- Weekly bank balance report submission.
- Handle Petty Cash.

- Daily reconciliation of active bank current account and short-term cash deposit to ensure sufficient of fund.
- Monthly reconciliation of active bank account.
- Short-term cash deposit placement into MIDF for excess fund.
- Bankers' Acceptance application.
- Revolving Credit Application.
- Monitor Bank Guarantee application and renewal.

vi) Others

- To participate in management meeting for cash flow presentation.
- To be presence during the scrap sales as part of the observation team.
- GL Analysis (Expenses).
- Assist in the maintenance of the Company's archives.
- To update daily foreign exchange rate into SAP and Paradox.

5) Jadi Imaging Technologies Sdn Bhd (Accounts Officer) (Sep 2013 – May 2014)

- Handling invoices (make sure documentations are complete e.g., PO, PR, DO, GR)
- Receiving and processing all invoices, expense forms and requests for payment
- Inter-company transaction (expenses charged back), Reconciliation
- Preparing Payment Voucher
- Handling Petty Cash and Cash Advance (staff travelling expenses)
- Loan Settlement
- Onshore Foreign Currency Loan
- Liaise with Vendors / Auditors.
- Administrative Tasks (filing and labelling)
- Annual Audit Stock Count
- Preparing Sales Analysis Report (monthly and yearly account closing purposes)

REFERENCES

1. Andrew Siow Chen Siang (Assistant Finance Manager)

Texchem Life Sciences Sdn Bhd

017-3723554

2. Sarina Mehat (Senior Accounts Executive)

Vale Malaysia Minerals Sdn Bhd

018-3666295

SALARY & PACKAGE

Last Withdrawn Salary : RM 6,498

Benefits : 1 month contractual Bonus