

# Dashwendranathan Puspanathan

Accounting representative with 3 years of experience, leading and overseeing payables (AP), receivables (AR), VAT, GST and SST reconciliation, expense reports and prepaids for all APAC projects (Malaysia, Singapore, China, Vanuatu) and offices (Malaysia, Singapore).



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## Work Experience

### Accounting Representative - APAC • Haskell Malaysia Services Sdn Bhd

Apr 2024 - Current

- Obtain proper approval on invoices and requisitions and accurately enter data on a timely basis into Oracle JDE system.
- Obtain owner invoices from project manager and ensure accurate entry of data on a timely basis into Oracle JDE system.
- Enter all subcontracts and purchase orders into Oracle JDE system and ensure all forms have been properly executed. Communicate any deficiencies in project management.
- Handling monthly bank reconciliations.
- Audit of petty cash files and receipts. Communicate with the project team for replenishment and execute the journal entries in Oracle JDE system.
- Auditing employees' expense reports in Oracle JDE system and handling manual payment processing.
- Handling Malaysia Office prepaid activities transactions in Oracle JDE system.
- Obtain insurance certificates from subcontractors and ensure proper coverage. Communicate with vendors when insurance coverage expires and obtain new certificates. Communicate the need for waivers for inadequate coverage of project management.
- Maintain details of insurance coverage through the contract log of Oracle JDE system.
- Maintain details of subcontractor notices through the contract log of Oracle JDE system.
- Obtain appropriate progress and final lien waivers from vendors prior to payment.
- Communicating the need for additional cost codes for project management
- Identify vendor disputes and forward to project management for resolution
- Prepare for and assist in audits when required
- Prepare voucher package for jobs as required
- Prepares retainage vouchers and obtains approval upon notification of job closeout of project management.

## **Accountant • M.D.R. Bina (M) Sdn Bhd**

Jan 2023 - Mar 2024

- Manage all accounting transactions
- Updating journal entries in the accounting system
- Updating payment vouchers in the accounting system
- Handling employee monthly salary computation
- Reconcile bank statements and ensure timely and accurate recording of transactions
- Process accounts payable and accounts receivable transactions
- Reconcile accounts payable and receivable
- Responsible for ensuring timely bank payments
- Manage balance sheets and profit/loss statements
- Finalize financial statements on time
- Handle monthly, quarterly and annual closings
- Analyze financial data and provide insights to support decision-making
- Assist and report to the Director on financial matters and planning on a timely basis
- Liaise with external auditors, tax agents, solicitors, bankers and company secretary to ensure compliance with all matters relating to audit, tax and statutory requirements.

## **Finance Intern • Maybank Investment Banking Berhad**

Aug 2022 - Dec 2022

- Worked on the finance team of Maybank Trade Platform enhancement project
- Recorded and verified daily project production issue logs
- Communicate with the front-end team to validate the data
- Facilitate daily scrum meetings on project updates
- Facilitate daily production issue meetings
- Analyze and validate daily Finance department test cases

## **Accounts Executive • SVN Herbal, Nibong Tebal**

Jan 2018 - May 2018

- Prepare and maintain accurate financial records, including ledgers, journals, and other documentation
- Process accounts payable and accounts receivable transactions
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Preparation of payment vouchers

## Education

	<b>Association of Chartered Certified Accountants (ACCA)</b> <b>Sentral College</b> 4/14 Papers Completed	Jan 2025 - Current
	<b>Bachelor of Finance</b> <b>University Malaya</b> CGPA : 3.16	Sep 2019 - Dec 2022
	<b>Accountancy - Sijil Matrikulasi Malaysia</b> <b>Kolej Matrikulasi Melaka (KMM)</b> CGPA : 3.92	May 2018 - May 2019
	<b>Sijil Pelajaran Malaysia</b> <b>SMK Methodist, Nibong Tebal</b> 10As	Jan 2013 - Dec 2017

## Skills

- MS Office (Excel, Word, PowerPoint)
- Oracle JD Edwards Accounting System
- Attended E-Invoicing Seminars
- SQL Accounting System
- Mr Accounting system
- Knowledge on GAAP, IFRS & IAS guidelines

## Languages

- English - Professional
- Malay - Professional
- Tamil - Native
- Telugu - Native

## References

### Molly Keifer

Director, International Accounting Operations,  
The Haskell Company

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### Yasodha Devi A/P Subramani

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