



AIMAN ASHRAF BIN MOHAMED ZAHARIN

SENIOR ACCOUNTS EXECUTIVE

CONTACT DETAILS

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No 2, Jalan Budiman,
Bandar Tun Razak,
56000 Kuala Lumpur,
W. P. Kuala Lumpur.

SKILLS

- SAP
- Sun System
- Microsoft Excel
- Microsoft Powerpoint
- Responsible and possess integrity.
- Able to work well independently as well as part of a team.
- Flexible in execution of teamwork.
- Self-motivated and dedicated in completing task successfully.
- Meticulous, organized and systematic in doing works.

LANGUAGES

- English (Fluent)
- Malay (Fluent)



PROFESSIONAL SUMMARY

Over 10 years broad experience in hospital environment overseeing wide spectrum accounting and financial management operations towards ensuring accurate and timely month end closing. Well versed in the areas of accounts payable and account reconciliation with an eye for detail. Known as a self-motivated, resourceful and dedicated professional to contribute positively to the finance team and organization success.



WORK EXPERIENCE

Thomson Hospitals Sdn Bhd 2014 - PRESENT
Senior Accounts Executive (2022 - Present)
Accounts Executive (2017-2021)
Junior Accounts Executive (2014 - 2016)

Reporting

- Assisting in compiling Monthly Operational Census and Statistics & developing presentation slides for management reporting.

Accounts Payable

- Reviewing & verifying payments prepared by junior team members.
- Preparing supplier payments, statutory payments, patient refund & staff claims reimbursement.
- Liaising with suppliers to resolve invoices and payment issues.
- Verifying Purchase Requisition to ensure alignment with approved budgets, Standard Operating Procedures (SOP) & Limits of Authorization (LOA).

Accounts Receivable

- Posting In-transit merchant journal entries.
- Issuing retail rental invoices & Statement of Account (SOA) to tenants.
- Following up consistently with debtors/tenants to ensure timely payment collections.
- Liaising with Building Administration Department for tenancy contracts and terms.

Others

- Reconciling bank statement.
- Supporting superior with ad-hoc tasks as and when assigned.
- Assisted external auditors by preparing required documentation and resolving audit queries.
- Maintained organized accounting records and a systematic filing system.



INTERNSHIP

AASJ Corporate Consultants Sdn Bhd

2014 (6 MONTHS)

- Preparing financial statements for small and medium companies.
- Preparing tax computation for companies and personal tax returns.
- Auditing financial statements of companies.
- Assisting senior in preparing cashflow budget for an oil & gas company.



EDUCATION

Bachelor Degree in Accounting (Specialization in Finance)

2010-2014

Internation Islamic University Malaysia (IIUM) | Gombak

GPA: 3.421 / 4.0

Foundation in Economics & Management Sciences

2009-2010

Centre for Foundation Studies (CFSIIUM) | Nilai, Negeri Sembilan

GPA: 3.466 / 4.0

MUET

2009

Malaysian Examinations Council

BAND 4

SIJIL PELAJARAN MALAYSIA (SPM)

2007

SMK Seksyen 10 Kota Damansara

6A 4B