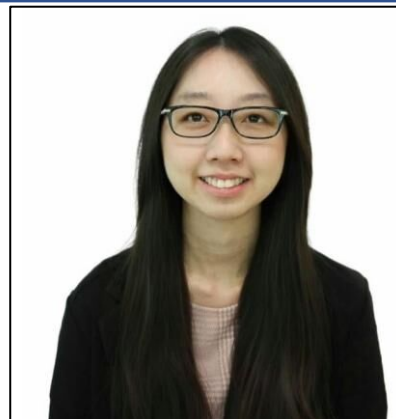


Phone No. : +60123789819

Email : seetkin25@gmail.com



PROFESSIONAL EXPERIENCE

Boardroom Business Solution Sdn Bhd

- **Offers leading business solution, including corporate and advisory services, in Asia Pacific Region**

Accounts Manager

Nov2023 – Feb2024

- Schedule and monitor timelines and strategies to enable successful completion and delivery of financial and accounting services to a portfolio of diverse clients.
- Review monthly client accounts, statutory and financial reporting requirements and service tax returns.
- Provide clients with evaluations and where appropriate, recommendations on the reliability and integrity of both their financial and operating information.
- Ensure that current standards of disclosure are adhered to.
- Liaise and respond directly to clients and their auditors and tax agents on accounting matters or queries.
- Guide and train junior staff and manage billings and collections for client services.

Qra Sdn Bhd

- **A startup modern neighbourhood grocer with the purpose of making living well accessible for everyone**

Finance Manager

Mar2023 – Aug2023

- Supervise and review the preparation of finance and accounting overall functions, including cash flow management as part of Finance day-to-day operations, communication of issues and opportunities to management.
- Review journal entries and reconciliations, ensure monthly closing procedures are done accurately.
- Responsible for monthly management reporting and presentations with emphasis on detailed commentary on variance and, investigate unusual variances
- Lead a team of finance executives in ensuring all finance related work (i.e. petty cash, weekly payments, daily cash reconciliation) are done in an effective and timely manner
- Liaise with both internal and external parties such as bankers, tax agent and company secretary on all treasury, statutory and compliance matters.

IHH Healthcare Group

- **Largest healthcare group in Asia with 18 hospitals across Malaysia**

Assistant Manager

Jan2022 – Mar2023

Oversee HQ team's finance operation and reporting tasks

- Review team members' management reports, general ledger, cashflow and reconciliation reports
- In charge of Group cashflow management to ensure sufficient funds allocated for respective subsidiaries
- Coach new and existing team members on daily task and reporting matters
- Assist team to resolve reports discrepancies (i.e. system migration, recons)

Prepare HQ financial reporting matters

- In charge of month end closing to ensure journal reports and balance sheet schedule is in compliance to accounting standards and local legislation
- Manage the reporting, revision and payment of SST and corporate tax
- Liaise with external auditors and handling all audit related issues

Support subsidiaries business operations and internal controls

- To perform and present monthly margin analytics and budget comparison to hospital's Head of Finance for business planning purposes
- Liaise directly with respective subsidiaries on various financial operations, such as cashflow management, inventory costing, intercompany transactions and balances, as well as analysis of all Capex's financial returns and budget utilization

Special projects

- Oversee the implementation of Groups' fixed asset and hospital information system migration ensure data accuracy, proper system integration and automation

Past Promotions:

- Senior Finance Executive June 2019 – Dec 2021
- Finance Executive June 2017 – June 2019

Ernst & Young (EY)

- **EY is a global network of independent member firms offering audit, tax and advisory services.**

Audit Associate

Nov2014 – June2016

- Industrial experience : IT, agriculture and manufacturing sectors.
- Reviewed all financial materials to ensure it's free from misstatements.
- Performed effective risk control assessments on client's business activities to identify control deficiencies.
- Ensure that financial statements are prepared in accordance to SOP and accounting standards such as MFRS and US GAAP.

PROFESSIONAL TITLES

- Malaysian Institute of Accountants (MIA)
- Certified Practicing Accountant Australia (CPA)

EDUCATION EXPERIENCE

University of Queensland

Bachelor of Commerce (Accounting) 2014

SKILLS AND ABILITIES

Communication & interpersonal skills

- Speak and write in English, Chinese and Malay

Technical skills

- Proficient in MS Office and accounting software (i.e. Xero, SAP Hana, Infor SunSystems, Fisicien, Cerebral Plus)