

Professional Summary

Dynamic and results-driven professional with experiences in financial operations and engineering project management. Adept at analyzing financial information, providing actionable insights, and delivering timely financial metrics to stakeholders. Demonstrated success in managing and controlling financial performance to drive profitability. Leverages combination of financial acumen and project management skills to enhance business performance.

Professional Experience

Freelance

Jan. 2016 to Present

Business process solution provider

- Conducts comprehensive review of existing systems and processes, identified areas for improvement, and proposed enhancements to optimize performance and efficiency.
- Designing and implementing streamlined workflows, standardizing processes and leveraging automation and productivity tools, significantly improving efficiency, productivity and reducing manual labor.
- Developing methods to optimize data flow across systems with robust validation mechanisms and automated checks, ensuring seamless integration, minimized errors, enhanced data reliability and reducing processing time.

Project and Services Controller

Apr. 2014 to June 2015

Schneider Electric Industries Malaysia Sdn. Bhd.

- Improved sales target by communicating timely periodic sales position together with variance analysis by business activities to the management and execution team and initiated corrective actions resulting in above-expectation year-end aggregated KPIs of 169%.
- Improved company's bottom line by 2% YOY and reduced WIP and GIT by USD3million by investigating and reviewing projects and services and clearing legacy projects and services.
- Established and standardized Work Breakdown Structured (WBS) for various types of projects creating visible and identifiable costs classification to respective planned costs ensuring costs are controlled and projects performance can be compared with similar projects.

- Facilitated project planning with Project Managers before project execution by reviewing commercial contracts, planned deliverables and its related cost impact and/or potential claims thus minimizing projects' risks exposure ensuring realistic and attainable margin.
- Reviewed projects regularly with Project Managers to ensure project deliverables are to schedule, timely invoicing to client, and correct revenue and margin recognition.
- Prepared and provided projects brief with notes and corrective action to management during monthly financial performance reviews.
- Guided and advised Order-to-Bill (OTB) team to resolve issues with Order booking, accounting system issues, costs booking and correction, and invoicing hiccups resulting in timely and accurate sales and correct margin recognition.

Project Accountant**Feb. 2013 to March 2014**

Davis Langdon KPK

- Responsible for project controlling and accounting for Quantity Surveying services totaling approximately USD42million for offices in Penang, Kuala Lumpur, Johor and Kuching, including monthly, quarterly and annual accounts closing.
- Contributed to migration of legacy accounting system to new accounting system including accounts mapping verification and data validation enabling timely and accurate financial reporting.
- Provided solution to times management database issues relating to data duplication and error, incorrect cost center and incorrect personnel classification enabling accurate primary data input to the accounting system.
- Conducted and documented periodic project review with management by updating project status, current development in relation to project, invoicing, cash flow, revenue recognition, and staff utilization reporting.
- Supported Project Directors in project planning and staff utilization for project resources allocation based on personnel category with specific cost range, time allocation, other direct costs, percentage of complete (POC) over period of time and revenue recognition.

- Built bottom to top project database – assisting management in long term and short-term planning in term of forecasting of revenue recognition, margin, cash flow and staffing requirement.

Commercial Executive**Jan. 2011 to July 2012**

Siemens Malaysia Sdn. Bhd.

- Managed Order-to-Cash (OTC) for transactional and service businesses from Order Intake with supporting documentation and appropriate approval, timely invoice processing and eventual cash collection.
- Entrusted as **Commercial Project Manager** with profit and loss and cash flow responsibilities for execution of projects totaling approximately USD4million. Successfully closed 2 major POC projects with 2 times margin improvement and maintaining positive cash flow throughout project cycle.
- Partnered with Project Manager – reviewed commercial contracts and strategized execution of project with creation of Work Breakdown Structure (WBS) for cost planning and allocation by risks identification, agreed scope of works, and required resources.
- Supported Project Manager – advised on periodical financial performance and presentation to management during monthly project review, maintaining active communication and collaboration with internal and external stakeholders ensuring all project's activities are in line with planned timelines with constant update to Project Manager ensuring achievement of billable project milestones.

Tax semi-Senior**Jan. 2009 to Dec. 2010**

RYTA Taxation Services Sdn. Bhd.

- Managed portfolio consisted of Bereavement Care Centre, Sole-proprietor – transporter, waste collector, hawker, restaurant operator; Non-profit organization, Partnership – lawyers & traders; Medical Centre, Joint Management Body/ Management Corporation, Insurance agency, Expatriate, Investment holding company, and Individual.
- Tax Administration – opening and closure of tax file, application for certificate of tax residence for expatriate, ensuring timely submission and settlement of tax installment payment, maintain up to-date tax position, application for exemption from submission of tax return, appeal on penalty.

- Tax Compliance – prepared tax computation in compliance with Income Tax Act 1967, including timely submission of tax returns and settlement of tax liability or recovery of tax over-payment via set-off with future tax liability and/or refund.
- Prepared and finalized full set of accounts in compliance with Malaysia Private Entity Reporting Standards (PERS) and Companies Act 1965 together with supporting schedules such as shareholder records, reconciliation statement and fixed assets register.

Accounts and Audit Assistant**Jan. 2008 to Dec. 2008**

K.H. Goh & Co

- Managed portfolio including Trading company, Automotive Service Centre, Pre-school education centre, Manufacturing, Property developer, and Partnership.
- Assisted in auditing financial accounts under supervision of the managing-proprietor.
- Prepared full set of accounts and prepared payroll computation together with timely returns to respective government agencies.
- Marketed seminars and training to companies and firms, achieving repeat attendance and coordinated events with partners and venues, ensuring attendee satisfaction.

Junior Auditor**Dec. 2006 to Dec. 2007**

PRG-Schultz International Pte. Ltd.

- Conducted profit recovery for an international retailer in Malaysia and Indonesia totaling 30 stores by reviewing accounts payables and trading contracts, and reconciling finance and procurement databases.
- Analyzed several years of voluminous transactions data from procurement and finance databases and collated those data using SQL and summarized using spreadsheet for comprehensive audit by Senior Auditor.
- Verified and justified recoverable profit together with relevant supporting contracts/ agreement and rationalized arising dispute between client and its suppliers to eventual recovery of profit from the suppliers.

Engineering Career

- *Project Engineer*, FAIR Technologies Sdn. Bhd. (Mac. 2005 to Oct. 2005)
- *Commissioning Engineer*, PLC Synergy Sdn. Bhd. (Oct. 2004 to Feb. 2005 (Project Basis))
- *Service Engineer*, Metronic Global Bhd. (Mac. 2003 to Sept. 2004)

- From 2003 to 2005, worked in engineering companies specializing in Building and Home Automation System, Access Control System, Security Surveillance System and Burglar Alarm System.
- Managed projects from design to installation, testing and commissioning and service and maintenance for high-rise office building, factory, warehouse, power plant, hypermarket and residential property.
- Managed, coordinated and monitored subcontractors and supplied labours works across several work sites ensuring work to desirable quality and within agreed timeframe ensuring minimal punch-list.

Education

- ACCA Affiliate
- B. Eng (Hons) in Electrical & Electronic Engineering, The Nottingham Trent University, UK
- SPM, SMK (Methodists) ACS, Klang

Skills

- ACCPAC Accounting System
- MYOB
- Microsoft Office
- SAP (PS, CS, SD, MM and FICO modules)
- Sun Accounting System
- UBS Accounting & UBS Payroll System

Language

- Spoken & Written: Bahasa Melayu & English