



EDVIN JAMES

SENIOR ACCOUNTANT



No 55 Jalan 21, Pandamaran Jaya,
42000 Port Klang, Port Klang, 42000,
Malaysia



+6016-3125471



edvinjames02@gmail.com

SKILLS

BOOKKEEPING

FINANCIAL STATEMENT PREPARATION

BANK RECONCILIATION

ACCOUNT PAYABLE

ACCOUNT RECEIVABLE

FINALIZATION ACCOUNT

FINANCIAL ANALYSIS

AUDIT COORDINATION

ACCOUNTING SOFTWARE

LANGUAGES

ENGLISH

MALAY

EXTRA-CURRICULAR ACTIVITIES

ORGANIZER

PKF Team Building /
FEB 2023 - FEB 2023

Planned and executed a successful team-building event at Port Dickson, enhancing teamwork and communication skills.

COMMITTEE (HOME ORGANIZATION)

ST Barnabas Home, Klang /
JAN 2023 - JUL 2024

Contributed to strategic planning and decision-making, overseeing initiatives and coordinating with stakeholders to enhance community engagement and operational efficiency.

ABOUT ME

I am a dedicated accountant with over four years of hands-on experience in managing a full set of accounts, driving meticulous financial record management, and conducting advanced financial analysis. My expertise in ensuring compliance with regulatory standards and mentoring junior staff underscores my commitment to accuracy and excellence. With a detail-oriented, deadline-driven approach, I am poised to be a valuable asset to any organization, eager to contribute to financial success and continuous improvement.

WORK EXPERIENCE

PKF MALAYSIA

Kuala Lumpur
Jan 2022 - Present

Senior Accountant

- Expertly prepared comprehensive management reports for various industries, providing clear insights into financial health, aiding senior management in decision-making and improving financial planning accuracy by 20%.
- Efficiently processed and documented financial transactions, including sales, collections, payments, and postings, resulting in a 30% reduction in transaction processing time and a significant increase in accuracy and reliability of financial data.
- Skillfully prepared trial balances, profit and loss statements, and balance sheets. Conducted monthly, quarterly, and annual bank and account reconciliations with zero discrepancies, enhancing financial accuracy and ensuring regulatory compliance.
- Proficiently finalized accounts, ensuring timely and accurate financial closure each reporting period. This contributed to a 25% improvement in the timeliness of financial reporting and a smoother audit process.
- Collaborated effectively with auditors and tax agents, facilitating a seamless auditing process and accurate filing of tax returns. This resulted in successful audits with no major findings and optimized tax filing efficiency.
- Mentored junior staff in personal and professional development while reviewing their financial statements for accuracy and compliance with accounting standards.

MKT & ASSOCIATE

Petaling Jaya
Jan 2021 - Dec 2021

Account Associate

- Prepared trial balances, profit and loss statements, and balance sheets with precision.
- Conducted monthly, quarterly, and annual bank and account reconciliations with zero discrepancies, improving financial statement accuracy by 20%.
- Optimized financial documentation workflows, achieving a 30% reduction in time spent on tracking sales, collections, payments, and ledger activities.

COMMITTEE
VOLUNTEER WORK

Putrajaya Night Marathon
(National Level) /
JAN 2024 - JAN 2024

Contributed to the planning and execution of a national-level marathon, overseeing logistics, coordinating teams, and ensuring event success.

TREASURER

Young Adults Conference /
MAY 2024 - MAY 2024

Managed finances and led fundraising efforts, raising RM30,000 to support conference among christian community.

AWARDS AND RECOGNITIONS

BEST EMPLOYEE OF
THE YEAR 2023 &
2024

PKF Malaysia

- Recognized for exceptional performance and contribution to the company's success.
- Demonstrated outstanding dedication, teamwork, and leadership qualities.
- Achieved significant milestones in financial management and process improvements.

REFERENCES

JOANNA REKHA SAMSON
Manager / KPMG
T: +6014-3386090
E: joannasamson@kpmg.com.my

KIRAN RAJ
Director/ MKT Associate
T: +6012-6038309
E: kiranraj47@gmail.com

WPP
BUSINESS
SERVICES
(INTERNSHIP)
Petaling Jaya
Mar 2020 - Aug 2020

- Ensured secure data management and efficient issue resolution with AutoCount software, leading to a 15% increase in system reliability and significant reduction in data discrepancies and operational disruptions.

Accountant

- Expertly managed bank reconciliations and maintained accurate cash pool journals, enhancing financial integrity and reducing reconciliation errors by 25%, contributing to improved financial accuracy and reliability.
- Developed treasury reports and a checklist, cutting reconciliation time by 30% and boosting efficiency.
- Diligently extracted transactions for monthly SOX compliance and executed precise GST reconciliations, ensuring 100% regulatory adherence and contributing to successful audit outcomes with no significant findings.
- Prepared balance sheet reconciliations that strengthened the financial reporting framework and improved accuracy by 20%, aiding better strategic decisions.
- Classified expenditures for entertainment tax compliance, optimizing deductions and reducing tax liabilities by 15%.

EDUCATION

TIARA ACADEMY
2025

ACCA, UK

- Strategic Business Leader (Completed)
- Strategic Business Reporting (Completed)
- Advanced Financial Management (In progress)
- Advanced Taxation

MANAGEMENT &
SCIENCE
UNIVERSITY
Shah Alam
2021

Bachelors in Accountancy

- Comprehensive expertise in financial and managerial accounting, auditing, taxation, and financial reporting.
- Proficient in financial statement preparation, budgeting, and financial analysis.
- Curriculum included Financial Accounting, Managerial Accounting, Corporate Finance, Taxation, Auditing, Business Law, and Economics.
- Participated in industry seminars and workshops for professional development.

MANAGEMENT &
SCIENCE
UNIVERSITY
Shah Alam
2016

Diploma in Accountancy

- Excelled in financial management
- Diploma in Accountancy - Management and Science University
- Gained in-depth knowledge in financial accounting, management accounting, taxation, and auditing.

SMK
PANDAMARAN
JAYA
Port Klang
2013

SPM

- Awarded Best Student in Mathematics