

THILIPKUMAR POAPALAN

KLANG, SELANGOR • thilip0695@gmail.com • 011 – 3341 3064



PROFILE SUMMARY

After graduated Bachelor of Accountancy (Hons) and with five-year experience in various field such as financial (external) auditing, tax computation, financial / management report, stock take and full set or book keeping of client accounts. I believe this will be proven ability to manage full sett accounts, auditing and skills in leveraging accounting software to enhance accuracy and efficiency. I'm seeking to contribute my expertise in accounting or internal auditing field to drive organizational growth and financial excellence.

PROFESSIONAL WORK EXPERIENCE

Aman Logistik Sdn Bhd – Account Executive

May 2024 – Present

- Managed day-to-day financial transactions, including verifying, classifying each daily transaction
- Recording accounts payable and account receivable data and make adjustments for any uncollectable amount and ensure collections and payments run smoothly.
- Check and approved daily transactions in the bank upon director approval
- Aliases with auditor and tax agent for year-end report submission.
- Prepare petrol, toll, staff advance and other claims of staff, drivers
- Maintain good documentations of bank statements, fixed assets and ensured accurate claim submission.
- Assist accounting manager and payment executive in their absence.

C.H. Tan & Co – Chartered Accountants – Audit Executive / Audit Assistant

May 2019 – May 2024

- Assist in completing audit assignments in various industries such as car auto parts, clinic, software company
- Conduct audit procedures to obtain audit evidence and vouching document that match the working paper after go through client general ledgers.
- Prepare reconciliation of balance sheet, income statement, and cashflow statements
- Pass adjusted journal entries, reclassifying journal entry
- Release final audit report to SSM which compliance with audit standards
- Prepare tax computation and reconciliation for tax manager review
- Built and maintained relationships with clients through regular communication and follow-up.

Sang & Co– Chartered Accountants – Audit Executive / Audit Assistant

Jan 2018 – Sept 2018

- Assist in completing audit assignments in various industries check client general ledgers.
- Support and assist to senior auditors in completing audit process.
- Manage confirmations letter which ensured accuracy of audit evidence.
- Prepare audit vouching, audit sampling which match the audit standards.
- Built and maintained relationships with clients through regular communication and follow-up.

EDUCATION

Bachelor of Accountancy (HONS)

2015 – 2018

University Selangor (UNISEL)

Foundation In Management

2013 – 2014

University Selangor (UNISEL)

Sijil Pelajaran Malaysia (SPM)

2008 – 2012

SMK Raja Mahadi

CORE SKILLS

Core Competencies

Financial Audit | Taxation | Management Report | Audit Report | Reconciliation | Journal Entries

Technical Skills

SQL Accounting Software | Biz-track Accounting Software | Zero Cloud Accounting Software | Sage

Computer Skills

Microsoft Word | Microsoft Excel | Microsoft Power Point | I-Canva

Soft Skills

Problem-solving | Communication | Fraud-detection | Team-work

LANGUAGE

English | Malay | Tamil | (Spoken & Written)

HONORS & AWARDS

University Selangor

- Dean List Award (Semester January 2015, August 2015 and January 2016)

SMK Raja Mahadi

- Excellent Cooperation Prefect (2012)
- Koperal Rank (2011) – Kadet Remaja Sekolah
- Lans Koperal Rank (2010) – Kadet Remaja Sekolah

TRAININGS

- Zero Cloud Software Training
- My Invoice Training

OTHER MATTERS

- Own transportation: Yes
- Mode of transport: Car

Reference

| Will provide upon request |