

**KAVINJIT SINGH A/L RAJINDER SINGH**

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**OBJECTIVE**

I am applying for Senior Account Executive position to share my experience, skills and knowledge, as well as looking for a new working environment, learn new ERP system and benefits, while contributing to the company by achieving the organization's goal.

**WORK EXPERIENCE****Projek Lintasan Kota Holdings Sdn. Bhd., Kuala Lumpur.**

1<sup>st</sup> January 2024 till 31<sup>st</sup> December 2025 – Contract role

Senior Executive, Finance

**Experience:**

- Perform and execute month end, quarter end and year end GL closing.
- Prepare monthly Balance Sheet Reconciliations, and clear outstanding items.
- Prepare Combine reporting pack for Prolintas Infrastructure Business Trust, including four brownfield highways.
- Review the Account Payables teams work, assign account code and department to charge, and check against budget.
- Assist and respond to queries from other departments such as Contract, legal, corporate communication, corporate finance, and highway subsidiaries department.
- Ensure accuracy, timely execution and in compliance with accounting principles for operation activities assigned.

**Avaland Berhad (FKA: MCT Berhad), Subang Jaya, Selangor.**

15<sup>th</sup> March 2023 till 31<sup>st</sup> December 2023

Senior Accounts Executive, Financial Reporting, Finance

**Experience:**

- Prepare the financial statements and supplementary schedules for both internal & external reporting such as Income Statement, Balance Sheet, and Notes to Account.
- Prepare & perform general accounting activities, journal entries, month end, quarterly and annual closing.
- Assist the auditors, tax agent, and internal audit for queries raised.
- Prepare bank reconciliation, and audit schedule, and clear long outstanding issues with solution.
- Prepare and assist the Group Finance on the Consolidation of Financial Statements, investigate any anomalies, solve issues arise, and revert to Group Finance.
- Review and approve Account Payables invoices and other documents.
- Assist internal tax, accounts payable, account receivable, customer relation account, Business Unit and Group Finance for queries raised.

**Electrolux Home Appliances Sdn Bhd., Petaling Jaya, Selangor.**

19<sup>th</sup> September 2022 till 14<sup>th</sup> March 2023

Senior Executive, Finance

**Experience:**

- Perform and execute Record to Report task for team assigned.
- Ensuring appropriate General Ledger processes, control, policies and procedures are in place and comply with the company's standards.
- Ensure accuracy, timely execution and in compliance with accounting principles for operation activities assigned.
- Participate in operational meetings with team and ensure all required action taken up.
- Learn a new accounting system - SAP.

**Sunway FSSC Sdn. Bhd., Selangor.**

21<sup>st</sup> November 2016 till 18<sup>th</sup> September 2022

Senior Accounts Executive, Property Development Division – GL Reporting

**Experience:**

- Prepare the financial statements and supplementary schedules for both internal & external reporting such as Income Statement, Balance Sheet, and Audit schedule.
- Prepare & perform general accounting activities, journal entries, month end, quarterly and annual closing.
- Assist the auditors, tax agent, and internal audit for queries raised.
- Prepare and update Development Expenditure Schedule, Payment voucher, Invoice, Cash module documents, bank recon, Corporate Tax Organizer (CTO), Deferred Tax schedule, audit schedule, staff claims, sales incentive for property sales, & others.
- Clearing for bank recon, & audit schedule, long outstanding issues with solution.
- Prepare and update back charge and pay on behalf for inter-company transactions.
- Prepare and assist the Group Finance on the Consolidation of Financial Statements, where financial report is uploaded into the said system, investigate any anomalies, solve issues arises, and revert to Group Finance.
- Assist internal tax, accounts payable, account receivable, customer relation account, Business Unit and Group Finance for queries raised.

**Robotics Cognitive Automation Project (RCA):**

- Extensively involved in RCA project for Bank Recon, Corporate Tax Organizer, Audit Schedule, Deferred Tax, H.D.A. Reimbursement, Management Report and Key Highlight Report.
- Be part of the brainstorming and think tank for Bank Recon and Key Highlight RCA project, & solve errors made by others for bank recon project for the whole department.

## EDUCATIONAL BACKGROUND

2014 – 2017: **Sunway College**, Selangor, Malaysia.

- Association of Chartered Certified Accountants (ACCA)
- Membership No. 3163180

2010- 2014: **Multimedia University**, Cyberjaya, Malaysia

- Bachelor of Accounting (Hons.)
- CGPA: 3.35

## COMPUTER SKILLS

- IFCA Accounting system
- Robotics Cognitive Automation (RCA) Processes
- Microsoft Office: MS Word, MS Excel, & MS Power Point