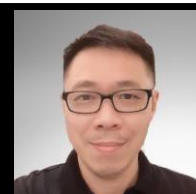


Kok Soon Huat

Financial Controller, South Asia



Executive Summary

- More than 3 years' experience in listed company (Redtone)
- ACCA qualified with more than 17 years retail industry experience.
- More than 13 years working in MNC environment – Giant Hypermarkets (reported to Dairy Farm International Hong Kong), Travelex
- Currently the Financial Controller for Travelex South Asia
- Has an in-depth knowledge of the principles related to all matters linking to finance, accounting, budgeting, cost management and control
- Vast experiences in providing analysis to management such as company's performance by channel, inventory ageing analysis, profitability analysis by product type, etc

Skills

- forecasting & budgeting, system implementation, system enhancement, processes improvement, tax planning, merger & acquisition, project management, financial analysis, people development

Key Accomplishments

- 2003 - Involved in the acquisition of Tops supermarket
- 2010 - Involved in the acquisition of Bintang Supermarkets
- 2013 - Project Manager for SAP Business One Accounting System
- 2014 - Project manager for GST implementation
- 2016 - Implementation of Microsoft Dynamics NAV system
- 2018 - Implementation of Dynamod system
- 2018 - Finance leader for merger with Big Pharmacy
- 2020 - Implementation of Microsoft Dynamics NAV system

Work Experience

Aug 2022 – Financial Controller, South Asia

Present Travelex Currency Exchange & Payments Sdn Bhd

1. Oversees all finance matters for Travelex Malaysia, Singapore and Thailand
2. Ensure quality periodical financial reporting
3. Attend board meetings, representing Finance department
4. Involved in Finance Transformation Program (implementation of Oracle, PBCS and FCCS)

Personal Info

Phone

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Email

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Date of birth

5 June 1973

Address

25, Jalan Setia Utama
U13/38F, Seksyen U13,
Setia Alam, 40170 Shah
Alam, Selangor, Malaysia

Education

1997
ACCA
(Systematic College)

1993
LCCI
(Systematic Business
Training Centre)

1991
Sr Middle Unified Exam
(Pin Hwa High School)

Languages

English
Mandarin
Bahasa Malaysia
Cantonese

5. Prepare quarterly forecast and yearly budget
6. Prepare Business Case/Projection for new outlets
7. Prepare financial projection for tender
8. Internal Controls & processes improvement
9. Ensure timely completion of year-end audit
10. Review bi-weekly cash flow forecast

Oct 2019 - Head Of Finance

Aug 2022 Naelofar Malaysia (NH Prima International Sdn Bhd)

- 1 Managed all financial functions of the Company, including monthly and yearly close of books
- 2 Managed the purchasing function of the Company
- 3 Perform financial analysis for new stores
- 4 Financial planning & analysis
- 5 Develop, implement and improve company's policies and procedures
- 6 Finance department headcount/development plan
- 7 Part of the management transformation team, developed new reporting format, improved department's efficiency & productivity substantially
- 8 Liaise with external auditor, tax consultant, bankers for company tax, audit, banking and legal matters
- 9 Project Manager for implementation of ERP system - MS Dynamics NAV

Sep 2015 - Senior Finance Manager

Oct 2019 Big Pharmacy Healthcare Sdn Bhd

- 1 Managed all financial functions of the Company, including monthly and yearly close of books
- 2 Bank facilities, dealing with credit card merchant banker, negotiate merchant discount rate
- 3 Documentation and improvement of operating procedures
- 4 Finance department headcount/development plan
- 5 Develop new reporting format for new management, implement new chart of account
- 6 Deal with external auditor, lead the year-end audit and prepare consolidated accounts
- 7 Involved in implementation of new ERP system - MS Dynamics NAV / Dynamod
- 8 Project leader for business merger exercise for Big Pharmacy and Redcap Pharmacy (ensure synchronisation of processes, implementation of system, negotiation of new terms with suppliers, arrangement of banking facilities, migration of customer accounts, novation of tenancy agreements, etc)
- 9 Restructured finance departments for business merger

Feb 2015 – Senior Manager - Accounts & Taxation

Sep 2015 Valiram Group

- 1 Review monthly financial reports - Malaysia and China
- 2 Review tax computation and statutory reports
- 3 Review and improve internal control and processes
- 4 Project Leader for GST implementation
- 5 Understand China tax, VAT and legal system and ensure compliance
- 6 Implementation of M3 accounting system for China
- 7 Involved in tender submission for China business
- 8 Cash flow planning for China business
- 9 Coordinator for China finance department and ensure smooth operations

Oct 2011 - Senior Finance Manager

Jan 2015 REDtone International Berhad

- 1 In charge of the daily operations of finance department
- 2 Supervise and lead the following departments: GL, Credit Control, Billing, AP, Inventory, Treasury and Purchasing
- 3 New banking facilities application
- 4 Deal with auditors and tax agent
- 5 In charge of quarterly project claim submission
- 6 In charge of company tax matters such as tax planning & transfer pricing documentation
- 7 System and process enhancement
- 8 Participate in quarterly Audit Committee meeting and Board Of Directors meeting
- 9 Project Manager for accounting system - SAP Business One
- 10 Project Manager for GST Implementation

Jan 2001 - Finance Manager

Sep 2011 GCH Retail (M) Sdn Bhd (Giant Hypermarkets)

Treasury (2010 - 2011)

- 1 In charge of treasury function for Malaysia and Brunei
- 2 Monitor the foreign currency exposure
- 3 Implement and roll out new financial products/services
- 4 Responsible for the Point-of-sale (POS) system, e.g. enhancement, modification
- 5 In charge of company cashiering function

Corporate Reporting (2006 - 2009)

- 1 Consolidate monthly financial results for management review
- 2 Annual budget preparation and consolidation
- 3 Prepare monthly forecast
- 4 Prepare statutory accounts in compliance with FRS

Operational Finance (2004-2005)

- 1 Coordinator between stores operations team and finance team
- 2 Close stores monthly PnL and review in detail
- 3 Detailed expenses analysis
- 4 Attend stock take meetings and assist in investigating serious shrinkage problem
Involved in new store openings

Accounts Payable and Accounts Receivable (2001 - 2003)

- 1 Lead the teams of AP and AR in Finance Department
- 2 Weekly & monthly cash flow forecast
- 3 Involved in new store openings
- 4 Develop and implement SOP related to AP
- 5 Involved in take-over of TOPS supermarkets including briefing to all TOPS accounts, staff and store managers of the policies and procedures of Giant

Mar 2000 - Accountant**Nov 2000 Provview International Holdings Ltd**

- 1 Review and report monthly financial results of factory in China
- 2 Coordinator between Hong Kong office and China factory
- 3 Provide ad hoc reports required by Hong Kong office
- 4 Review internal control system and procedures of factory
- 5 Conduct internal audit for sales branches in China

Accounts Executive**Jan 1997 - Buildtrend BSG (M) Sdn Bhd
Feb 2000**

- 1 Prepare monthly management reports and schedules
- 2 Prepare cash flow budget and profit and loss forecast
- 3 Cash flow planning
- 4 Internal control system review
- 5 Prepare budget for listing purpose
- 6 Deal with lawyer, banker, company secretary, tax agent and auditor
- 7 Oversee the credit control function
- 8 General admin and finance operations

Jul 1995 - Audit Associate**Dec 1996 Tan Chuan Hock & Co.**

- 1 Perform audit for clients including trading, manufacturing and construction company
- 2 Draft financial statement
- 3 Internal control review
- 4 Tax computation
- 5 Prepare reports/schedules