

# AFREEN ANIS MOHD AZMI

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## OBJECTIVE

Detail-oriented and communicative individual with experience and a zest for solving complex problems. Work well independently and in team setting with high familiarity in agile environment. Passionate about addressing challenges that require analytical thinking to identify opportunities for improvement and deliver positive impact for both the team and the organization.

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## RELEVANT EXPERIENCES

June 2023 -  
Present

### **Senior Executive – Strategic Audit & Governance, SME Bank Malaysia**

- Prepared comprehensive audit documentation (e.g., engagement letters, audit programs, final reports) in compliance with regulatory and internal requirements.
- Conducted strategic and follow up audit visit to the high-risk branches and business functions within 3 to 6 months after the finalization of the comprehensive audit completed by the other Audit Departments.
- Assisted in special reviews, ad hoc assignments, and audits initiated by senior management, BAC, BOD, or regulators (e.g., BNM).
- Contributed to the development and enhancement of audit methodologies/frameworks (e.g., Governance Audit Methodology).
- Conducted Quality Assessment & Improvement Program (QAIP) for Group Audit to ensure compliance with IIA Standards and enhance audit effectiveness, consistency, and continuous improvement.
- Secretary of the Management Audit Committee (“MAC”), preparing meeting agendas, minutes, and resolutions, and ensuring timely dissemination of relevant papers and information to committee members.
- Collaborated with external auditors in preparation for the External Quality Assurance Review (EQAR) and Global Internal Audit Standards (GIAS) gap assessment.
- Supported administrative functions including budgeting, training, audit surveys, and audit quality assurance.
- Conducted thorough assessments of existing policies and frameworks, identifying gaps and areas for improvement.
- Team member in enhancing and monitoring the effectiveness of the Audit Management System, focusing on improving audit workflow, documentation, and reporting efficiency.

Dec 2022 – June  
2023

### **Early Care Officer – Asset Quality Management, Malayan Banking Berhad**

- Manage collection from delinquent account and negotiate with borrower for acceptable repayment plans in a proper professional manner to meet targets set.
- Complete dunning activities based on daily actions reports.
- Ensure that collection actions comply with regulatory and corporate guidelines. This includes follow up actions are in compliance with regulatory and banks internal policies.
- To manage and achieve Key Performance Indicators (KPIs) such as daily productivity standards in terms of number of calls, contacts, promise to pay (PTP) and money collection.
- Strong ability to negotiate, persuade and convince customer to pay i.e., quick thinker and versatile when customers try to avoid payment.

August – August  
2022

**Protégé, Distribution Network Academy (DNA), Tenaga Nasional Berhad**

- Support proposal, market research, and new business development activities.
- Manage administration, data collection, analysis and research required for academic projects.
- Assist on internal initiatives such as process improvements, digitalization and innovations.
- Manages project plans; monitors and reviews project progress and timelines; adjusts schedules and plans as needed; identifies and resolves issues to ensure project(s) success.
- Manages day-to-day execution of project implementations, documentations and status updates for the project success.
- Involve in the making of department budgeting.
- Manage and process department claims and prepare payment for vendors.
- Hosting multiple leadership development program for approximately 300 talents.
- Achieved in developing an system for TNB Webinar.

March – August  
2021

**Internship, Account Payable – Celcom Axiata Berhad**

- Check and verify vendor invoices with any other documentation for payment request ensure timely, proper accounting and posting of information into the Accounts Payables.
- Monthly reconciliation by comparing Accounts Payable aging and vendor Statement of accounts.
- Indexing of invoices in SAP Open Text.
- Assist to process all invoices in SAP from 3-way matching (verifying purchase orders, good received and invoice) to payment, ensure timely and accurate posting and payment.
- Providing payment advise and summary report on invoices status to vendor.
- Cleaning old aging invoices to optimize a healthy transaction between vendors.
- Achieved to clear old aging invoices and managed to give back RM7 million return budget to respective department.

Jan – May 2020

**Account Assistant – Restaurant Nyonya Salai**

- Prepared full sets of accounts, including monthly reconciliations, accounts payable, accounts receivable, and general ledger entries.
- Performed accurate data entry and bookkeeping using Microsoft Excel.
- Verified invoices against goods received to ensure accuracy and completeness.
- Generated monthly financial reports and spreadsheets for management review.
- Monitored and controlled daily accounting transactions and cash flow activities.

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**EDUCATION**

**University Teknologi MARA, Puncak Alam**

Bachelor of Business Administration (Hons.) Finance

CGPA: 3.35 MUET: Band 3

**Kolej Poly-Tech MARA, Bangi**

Diploma in Business Studies

CGPA: 3.27

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**SKILLS**

Microsoft  
Word

Microsoft  
Excel

Microsoft  
PowerPoint

Host  
System

Tableau

Audit  
Management  
System

SAP  
System

<b>CERTIFICATIONS</b>	AICB ICA Certificate in KYC & CDD	Introduction to ESG
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<b>LANGUAGES</b>	<b>Malay</b> Native	<b>English</b> Fluent
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<b>REFERENCE</b>	<b>Muhammad Zaki Bin Marzuki</b> Manager SME Bank Malaysia Level 18, Menara SME Bank, Jalan Sultan Ismail, 50250 Kuala Lumpur +6017 – 342 0348 muhammad_zaki@smebank.com.my	<b>Herman bin Hamidi</b> Manager Maybank Banking Berhad Mercu Maybank Finance Avenue, I-city, 40000 Shah Alam, Selangor +6017 – 2195310 hermanhamidi@maybank.com
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