

# NG HOOG PENG (PENNY)

Shah Alam, Selangor-012-914 5703  
penny31685@yahoo.com

Experienced in managerial position and qualified Accountant with a demonstrated history of working in the IT service provider industry, pharmaceutical industry, automotive industry and oil and gas industry. Skilled in Business Planning, Microsoft Word, SAP ERP, Management Accounting and Statutory Accounting.

## EXPERIENCE

1<sup>ST</sup> OCTOBER 2024 - PRESENT

**SENIOR FINANCE MANAGER**, HITACHI SUNWAY INFORMATION SYSTEMS SDN.BHD.

- Mentor and develop a direct team, managing work allocation, training, problem resolution, performance evaluation, and the building of an effective team dynamic.
- Ensure timely and smooth month end closing for the Company across the region, there are Malaysia, Singapore, Thailand and Indonesia.
- Oversee and supervise day to day routine in operations.
- Oversee the preparation of consolidated financial statements, including financial performance, budget, and forecast.
- Manage cash flow and forecasting.
- Liaison with external auditors and tax agents for audited report, tax computation and transfer pricing documentation submission for the region.
- Ensure the compliance with all statutory requirements and corporate policies in areas of accounting and taxation across the region.
- Ensure timeliness and accuracy of financial and management reporting data for Board of directors, shareholders and complied with regulatory requirements.

12<sup>TH</sup> JULY 2022 – 30<sup>TH</sup> SEPTEMBER 2024

**FINANCE MANAGER**, FRESENIUS KABI SDN BHD

- Manage full spectrum of financial and accounting functions including accounting, tax, audit, and management reporting.
- Prepare audit and tax schedule as requested from time to time by the external auditors and tax agents. Work closely with the tax agents and auditors to meet the deadline submission.
- Oversee and supervise the day-to-day routine operational works.
- Involve in internal project initiatives and review SOP effectiveness and internal controls.
- Involve in budget and forecast preparations and assist in various monthly preparation of financial management reports.
- Closely monitor Share Service Centre team's KPI such as accuracy of reporting preparation, journal posting, payment, and collection.
- Prepare discounted cash flow for MOH national tender.
- Assist superior to support Singaporean finance function.
- Coach and delegate work to the team members and monitor their work progression in order to meet their KPI.

**1<sup>ST</sup> APRIL 2021 – 30<sup>TH</sup> JUNE 2022**

**HEAD OF CONTROLLING, NTT DATA BUSINESS SOLUTIONS MSC SDN BHD**

- Support Malaysia Finance team for month end closing, e.g. prepare project accounting; review business segment revenue recognition and cost accruals; and review company P&L.
- Prepare monthly management report and variance analysis.
- Analyzing business segment profit/margin.
- Setting up business units reporting structure.
- Maintain business units cost structure.
- Prepare company revenue and margin forecast.
- Prepare company business plan/annual budget.
- Assisting in implementing accounting system upgrade and testing that steered by HQ, e.g. SAP S4/HANA.
  - Work closely with internal stakeholders, such as working closely with corporate controlling team in Germany for new reporting requirements and
  - involve in reviewing contract billing milestones and tax implications.
- Oversee local BU IT department for Malaysia and Australia support.
- Streamline local BU process with Global Managed Services.
- Work closely with liquidator for NTT DATA BUSINESS SOLUTIONS MALAYSIA SDN BHD liquidation.

**15<sup>TH</sup> DECEMEBER 2015 – 31<sup>ST</sup> MARCH 2021**

**FINANCE LEAD, NTT DATA BUSINESS SOLUTIONS MALAYSIA SDN BHD**

- Support Malaysia and Philippines entities end to end accounting and finance activities, such as:
  - Perform month end closing – full set of accounts.
  - Prepare monthly/quarterly management reports and variance analysis.
  - Prepare monthly/quarterly forecast.
  - Prepare audited report and corporate tax computation.
  - Review monthly payment to vendors.
  - Review AR aging report and prepare cash flow report.
- Prepare business plan/annual budget for Malaysia and Philippines entities.
- Liaise with tax agent for Transfer Pricing documentation preparation.
- Liaise with internal auditors for audit queries and prepare remediation report for process improvement.
- Work closely with internal stakeholders, such as:
  - review the contract billing milestones and tax implications.
  - to ensure sales team comply the close won deals procedure.
  - review accrued revenue with PMO analyst and Project Manager for milestone billing.
- Oversee office administration and IT department.

**16<sup>TH</sup> JULY 2014 – 15<sup>TH</sup> DECEMBER 2015**

**PROJECT ACCOUNTANT, PETRONAS ICT SDN BHD**

- Support end to end project accounting activities:
  - maintain project work breakdown structure and project budget.
  - perform month end closing.
  - prepare departmental financial performance write up.
  - prepare customer billing.
- Work closely with internal stakeholders, such as:
  - review the accrued revenue and project profitability with Project Manager/PMO.
  - reconcile collection issue with credit controller.
  - provide support to finance team for year-end audit.
- Involve in accounting system UAT for enhancement.

**5<sup>TH</sup> MARCH 2012 – 15<sup>TH</sup> JULY 2014**

**FINANCE ANALYST, BP BUSINESS SERVICES CENTRE ASIA SDN BHD**

- Support Business Centre accounting and reporting activities:
  - perform month end closing.
  - prepare monthly/quarterly management reports and variance analysis to BP UK.
  - Prepare quarterly forecast to BP UK.
- Create Upfront agreement (“UFA”) to the BP entities around the globe.
- Monitor intercompany transactions in e-HUB to ensure that all pending invoices are being cleared. Involved performing reconciliation of the balances for those items appearing in e-HUB.
- Support the coordination for the preparation of Service Level Agreement (SLA) between BP BSC and the BP entities around the globe for cost recovery matters.
- Assist Financial Controller in preparing the yearly budget; preparing true up recoveries and cash flow forecast for the Business Centre.
- Submit Malaysia Development Corporation (MDeC) report.
- Actively involve in New Office Renovation Project (Phase 1 to Phase 5):
  - Work closely with Project Manager and Cost Manager to track and analyze actual cost versus budget spending on monthly basis and ensure actual cost incurred is within the project budget.
  - Work closely with RTR team for asset capitalization.

**APRIL 2007 – 2<sup>ND</sup> MARCH 2012**

**ACCOUNT EXECUTIVES, UMW TOYOTA MOTOR SDN BHD**

- **1<sup>st</sup> June 2011 – 2<sup>nd</sup> March 2012 (Treasury – Account Executives)**
  - Manage UMWT Group daily fund and placement.
  - Prepare daily bank reconciliation and bank transaction analysis, as well as forecast.
  - Assist GL team to upload bank transactions in SAP system.
- **1<sup>st</sup> March 2008 – 31<sup>st</sup> May 2011 (Reporting – Account Executives)**
  - Prepare UMWT Group Consolidated Financial Statement.
  - Prepare monthly management report, variance analysis and quarterly KLSE reporting to UMW Corporation.
  - Prepare company performance paper for Financial Controller.
  - Handle retirement benefit plan full set of accounts and tax filing.
  - Assist in compiling divisional annual budget for business plan.
- **April 2007 – 29<sup>th</sup> February 2008 (Account Payables – Account Assistant)**
  - Handle monthly payments and vendor statement of accounts reconciliation.

## EDUCATION

JANUARY 2009 - DECEMBER 2011

### CPA AUSTRALIA

Professional level

JANUARY 2004 – DECEMBER 2006

### BACHELOR OF BUSINESS DEGREE, UNIVERSITY OF TECHNOLOGY, SYDNEY

Taylor's Business School

Major(s): Accounting and Finance

Grade: Credit

JANUARY 1998 – DECEMBER 2003

### UNIFIED EXAMINATION CERTIFICATE ("UEC"), CHUNG HUA CHINESE INDEPENDENT HIGH SCHOOL, KLANG

## SKILLS

### Software

- MS Office Word – very good
- MS Office Excel – very good
- MS Office PowerPoint – very good
- MS Office Outlook – very good
- SAP FI; SD and MM Module – very good
- Concur – very good
- Infotech - good
- Oracle JDE Edward - good
- SAP BOBJ - good

### Language

- English – very good
- Mandarin – very good
- Bahasa Malaysia – good

## ACTIVITIES

### Volunteer Experience

2009

UMW TOYOTA MOTOR SDN BHD

Staff Volunteer Program – Tree Planting

2015

PETRONAS ICT SDN BHD

Corporate Social Responsibility – Beach Cleaning at Tanjung Lalang, Sepang