



# AINI NAJIHAH BT MOHD NORZALAN

(+60) 011-11905510 | [aininorzalan@gmail.com](mailto:aininorzalan@gmail.com) | Shah Alam, Selangor

## Summary

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Highly trained accountant with five years' experience and Bachelor of Accounting from Universiti Sains Islam Malaysia. Prior Senior Executive for Account Department at Koperasi Kakitangan Malaysia Airlines.

## Experience

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June 2021 – Sept 2022

### Senior Finance Executive (HOD)

Koperasi Serbaguna Kakitangan MAS Malaysia Berhad, Petaling Jaya

**Industry**

**Deposits, Credit, Loans, & Lending Facilitators**

**Specialization**

**Finance Operation**

#### Key Responsibility

- Responsible for the preparation, review, and analysis of monthly financial reports and yearly budgets.
- Responsible for various financial reporting deliverables in accordance with internal policies, financial reporting standards and relevant laws and regulations.
- Participates in the analysis of financial data to evaluate the performance of the company.
- Review and ensure the completeness of the accounts receivables and documentation of the documentation.
- Maintaining our accounting system and communicating process improvements.
- Assist in overseeing and supervising the work of more junior members of staff.
- Arranging and completing yearly tax fillings, financial audits, and reviews as required.
- Recommend and maintain a system of policies and procedures that impose an adequate level of control over Finance Department activities.
- Responsible for timely SST submission and ensuring payments are made to the relevant authority within the deadline.
- Assist in preparing ad hoc accounting projects, as assigned by management.
- As and when required by the Management and any relevant Ad-Hoc / Admin Task

Jan 2020 – May 2021

### Finance Executive

Koperasi Serbaguna Kakitangan MAS Malaysia Berhad, Petaling Jaya

**Industry**

**Deposits, Credit, Loans, & Lending Facilitators**

**Specialization**

**Finance Operation**

#### Responsibility

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Prepares payments by verifying documentation, and requesting disbursements
- Ensures credit is received for outstanding memos
- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks
- Prepare daily and monthly cashflow
- Maintains accounting ledgers by verifying and posting account transactions
- Verifies vendor accounts by reconciling monthly statements and related transactions

Feb 2018 – Jan 2020

### Audit Assistant

KCK & Associates PLT, Gurney

**Industry**

**Audit, Company Secretary, Taxation**

**Specialization**

**Audit**

#### Responsibility/Scope

- Collating, checking and analysing spreadsheet data
- Examining company accounts and financial control systems
- Gauging levels of financial risk within organisations
- Checking that financial reports and records are accurate and reliable
- Ensuring that assets are safeguarded
- Identifying if and where processes are not working as they should and advising on changes

- to be made
- Preparing reports, commentaries and financial statements
- Liaising with managerial staff and presenting findings and recommendations

## Education

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Sept 2013 - July 2017

### Universiti Sains Islam Malaysia (USIM)

Bachelor's Degree in Accounting | Malaysia

Relevant Courses	- Audit and Assurance Service
	- Accounting for Planning and Control
	- Accounting Information System
	- Goods and Services Tax
	- Principle of Financial Management

May 2012 – June 2013

### Universiti Sains Islam Malaysia (USIM)

Tamhidi in Accounting | Malaysia

## Expertise

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*Proficiency level: 0 - Poor, 10 – Excellent*

Software	Level
Aplus	8
Microsoft	8
Xeersoft	6
SPC	6

## Languages

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*Proficiency level: 0 - Poor, 10 – Excellent*

Language	Spoken	Written
Bahasa Malaysia	8	8
English	7	7
Arabic	5	5

## Additional Info

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Referee

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