



April' 2023

Human Resources
& Recruitment Department

RE: JOB APPLICATION FOR ACCOUNT/FINANCE POSITION

Dear Sir,

I would like to take this opportunity to express my sincere interests in the post of Account / Finance position that available in your company. Being a details-driven professional with 8 years of experience in similar roles, I am certain in my ability to contribute positively to your organization.

During my job as an accountant with my previous employers, I confidently have an ability to consistently achieve and exceed targets. My knowledge of accounting functions is quite interesting and includes the ability to understand any company's business goals, resolve discrepancies and errors, and also recommend changes that allow teams to meet their objectives quickly and efficiently.

I have a strong financial and business acumen and a proven track record of maintaining my previous company's cash flow at the best momentum.

I also gained exceptional skills in developing a close relationship with co-workers as well as strong ability to communicate, motivate and guide them in their jobs. I believe those qualities shall contribute a success of your company. My **Curriculum Vitae**, attached with this letter, gives you my detailed information on my professional experiences, skills and qualifications for the roles.

I would like to thank you very much for your time and consideration. I am looking forward to a meeting with you soon.

Sincerely,

Wan Abdul Thaqif Wan Ramli
Palm Garden Apartment,
Bandar Baru Klang,
Selangor.
(014) 801-7622
thaqif_ramli@yahoo.com



WAN ABDUL THAQIF WAN RAMLI

ACCOUNTS & FINANCE MANAGER

Address : Palm Garden Apartment, Bandar Baru Klang, Klang Selangor.
Telephone : 014 8017622
Email : thaqif_ramli@yahoo.com
Background : Accounting and Finance

OBJECTIVE

I'm with 8 years of experiences in Management Accounting & Finance looking for challenging accounting and finance job position in a reputable organization to contribute my learnings, knowledge, and skills also to get another extraordinary experience from a company that will give me the best opportunity to develop and enhance my career.

WORKING EXPERIENCE

Systematic Aviation Services Sdn Bhd

Accounts & Finance Manager (Promoted)

Senior Accounts & Finance Executive (2 years)

Subang Airport, Selangor.

(Sep 2022 – Current)

(Dec 2020 – Aug 2022)

Industry : Aviation Services / Helicopter Flight Charter / Maintenance Repair & Overhaul of Aircrafts.
Specialization : Management Accounting / Financial Accounting
Role : Full set of accounts & Finance Controller
Salary : Current Basic RM 10,000.00 , start with RM5,500.00

- Advising on investment activities and provide Financial Strategies to the company should take.
 - Maintaining the financial health of the organization.
 - Develop trends and projections for the firm's finances.
 - Correspond with various other departments, discussing the company plans and agreeing on future path to be taken.
 - Day-to-day control company's cash flow.
 - Analyze project's income, examined related costs, and compiled project's cash flow.
 - Prepare Management Accounting reports and cash flow projection to be view by Board.
 - Acting and advicing as Finance Controller to the Boards.
 - Managing and responsible on both Account Payables Dept and Account Receivable Dept activities.
 - Responsible on Full Set Accounting & Financial Statement and liaise with Auditor.
 - Manage company official documents, develop new filling system and organizational practices.
 - Process employee's monthly payroll.
 - Maintain and be-ready on Ad-hoc tasks.
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- + Have a good business and corporate relationship with Company's bankers (CIMB Bank).
 - + Maintained a good partner relationship with SME BANK.
 - + Successfully create a corporate joint venture relationship with 3rd Party Financer.
 - + Being part of the Top Management Team included with Commercial Team.
 - + Being part of important discussion with top / main clients on future movement.

Stylux Interiors Sdn Bhd.*Senior Accounts & Admin Executive (1 year and half)***Petaling Jaya, Selangor.***(Jun 2019 – Nov 2020)*

Industry : Interior Design & Consultant / Building Renovation.
 Specialization : Management Accounting / Financial Accounting
 Role : Managing Department - Accounting, Administration & Human Resources
 Salary : Basic RM 3500, Commission Basis of 3%.

- Responsible on Full Set Accounting & Financial Statement and liaise with Auditor.
- Analyze project's income, examined related costs, and compiled project's cash flow.
- Responsible on both Account Receivables and Account Payables.
- Fulfill a broad range of Human Resource functions, including recruiting and training employees.
- Process employee's monthly claims and payroll.
- Attending meeting with clients on behalf of department and company.
- Supervise all department members to focus on company's operations, marketing and business.

One Alpha Electrical Services Sdn Bhd.*Accounts Executive (2 years)***Ara Damansara, Selangor.***(May 2017 – Jun 2019)*

Industry : Electrical Services / Energy Manager / Electrical & Mechanical Consultants
 Specialization : Management Accounting / Financial Accounting
 Role : Accounts Executive / Full Set Account / Bookkeeping
 Salary : Basic RM 3600

- Responsible on Full Set Accounting & Financial Statement and liaise with Auditor.
- Prepare monthly sales and overhead reports to be view by Top Management.
- Responsible on both Account Receivables and Account Payables.
- Prepare and submit Goods and Services Tax (GST), Sales and Services Tax (SST).
- Liaise in between other department (Mechanical Office, Energy Manager Office).
- Dealing with Collection department on daily/monthly collection and revenue (Chasing collection).
- Process employee's monthly claims and proceed for approval.
- Help monitoring incoming messages/mail-box/emails/phones call and correspondence.
- Manage and maintained office inventories supply to meet budgeting practices.
- Attending meeting with clients on behalf of department and company.
- Liaise with important clients to achieve best cooperation between two parties.
- Assists General Manager on doing important and Ad-hoc task.
- Personal assistant to Chief Financial Controller and Managing Director.

EA Alam Reka Sdn Bhd.*Accounts & Admin Executive (1 year)***Subang Bestari U5, Selangor.***(May 2016 – Apr 2017)*

Industry : Interior Design & Consultant / Building and Office Renovation.
 Specialization : Management Accounting / Financial Accounting
 Role : Management Accounting / Administration Management / Human Resources
 Salary : Basic RM 2800

Account's Role

- Responsible on Full Set Accounting & Financial Statement and liaise with Auditor.
- Responsible on Account Receivables and Account Payables.
- Follow up with Sales & Marketing department on daily/monthly collection and revenue.

- Monitor Project department spending activities on dealing with suppliers.
- Monitor monthly company's overhead.

Admin's Role

- Control company official documents, develop new filing system and organizational practices.
- Control and monitor incoming messages/mail-box/emails/phones call and correspondence.
- Manage and maintained office inventories supply to meet budgeting practices.

HR's Role

- Fulfill a broad range of HR functions, including recruiting and training employees.
- Prepare monthly payrolls, monitor employee's activities.
- Manage all employee's welfare (EPF, Socso and Life insurance).

Paku Laris Properties Sdn Bhd.

Accounts Clerk (1 year)

Pasir Puteh, Kelantan

(Jun 2015 – May 2016)

Industry : Property Construction / Road Care
 Specialization : General Administration / Basic Accounting
 Role : Basic Accounting / Bookkeeping
 Salary : Basic RM 1500

- Prepare company's financial statement.
- Dealing with 3rd party (Auditor, Tax and government organization).
- Manage and control daily transaction accounts.
- Managing another sub-related enterprise business's account (Daily transaction and basic accounting).
- Manage GST submission.
- Prepare monthly payrolls, monitor worker's activities.
- Manage all worker's welfare (EPF, Socso and Life insurance).

INTERNSHIPS

Adib Azhar & Co.

Audit Assisstant

Kota Bharu

(Feb 2014 – Jul 2014)

LANGUAGES

Bahasa Malaysia (Written, Spoken)	Native	10/10
English (Written, Spoken)	Fluent	7/10
Mandarin (Understanding, Spoken)	Poor	3/10

SKILL

Coordinating with Others	Excellent	Emotional Intelligence Control	Very Good
Committed team player	Excellent	Communication	Very Good
Ability to Multitask	Excellent	Critical Thinking	Very Good
People Management	Very Good	Leadership and Management	Very Good
Public Relations (PR)	Very Good	Professional	Very Good

SOFTWARE

Microsoft Office (Word, Excel, PowerPoint, Outlook)	Very Good
Sage UBS Accounting Software	Very Good
Taxpayer Access Point (TAP) (GST)	Very Good
Eperolehan GOV	Very Good
SQL Inventory Modules Software	Very Good
Mind your Own Business (MYOB) Accounting Software	Excellent
Kakitangan HR System	Excellent
Software & Computer Skill	Excellent

EDUCATION

Universiti Teknologi MARA (UiTM)
BACHELOR OF ACCOUNTANCY (HONS) with CGPA 2.59
Machang, Kelantan
(Sep 2012 – Feb 2015)

Universiti Teknologi MARA (UiTM)
DIPLOMA IN ACCOUNTANCY with CGPA 3.08
Machang, Kelantan
(Apr 2009 – May 2012)

EXTRA-CURRICULAR ACTIVITIES

TREASURER - Appointed by AC220 Final year students 2014
(Accounting Research Academia, Faculty of Accounting - Nov 2014)

PRESIDENT - Appointed by Kelab GoKart UiTM Kelantan, 2013/14 UiTM Kelantan.

CORPORATE RELATION - Appointed by Kelab GoKart UiTM Kelantan. 2011/12 UiTM Kelantan.

REFERENCES

En. Mohammad Faizal Bin Aziddin – Head of General
Manager of Systematic Aviation Services Sdn Bhd.
Contact No : 017-3526787

En. Ahmad Jeffrie Bin Jayos - HR Manager of
Systematic Aviation Services Sdn Bhd.
Contact No : 012-3667135

En. Mohd Husni Bin Daud - Project Director of Stylux
Interiors Sdn. Bhd.
Contact No : 012-3514135

Pn. Fadzilah Binti Abdul Rasool - General
Manager of One Alpha Group
Contact No : 019-2742774

En. Hafidz Khalil Bin Syed Sultan – Chief Operation
Officer of EA Alam Reka Sdn Bhd
Contact No : 016-4388953

Dato' Hj Mohd Azman Bin Yaacob - Director of
Paku Laris Properties Sdn Bhd
Contact No : 019-2740017

EXPECTED SALARY

RM 10,000.00

Ready to come to your good office upon receipt of your response. Thank you for your consideration.
Have a nice day !

AVAILABILITY

3 Months notice