



ROSAYUNI BINTI RAMLY

CAREER OBJECTIVE

To obtain a challenging accounting position in a dynamic and reputable organization where I can leverage my analytical skills, attention to detail, and ability to work independently or in a team environment. My goal is to become a certified public accountant and contribute to the company's growth while further developing my accounting knowledge and expertise

EDUCATION

Sijil Pelajaran Malaysia (SPMV)

Sekolah Menengah Teknik Tanah Merah, Kelantan
January 2003 – December 2005

WORK EXPERIENCE

Account (AP) | 19 July 2021 – 15 Sept 2023 (Contract)

Leonardo Malaysia Sdn Bhd

Vendor Invoices & Staff Claims/Staff Advance

- Process vendor invoices in compliance with financial policies and procedure (vendor invoices, delivery order/services report, purchase requisition and purchase order or contract)
- Checking and process staff claim/staff advance with correctness and relevance supporting document and approval
- Identify the expenses before key in the vendor invoice/staff claims to correct GL account, cost center (by department) & Service Order/WBS (work breakdown structure-collection of sales and cost of sales of specific job/project)
- Follow up closely with the relevant parties on any discrepancy or incompleteness of supporting document in the invoices or staff claim

Payment Processing

- Preparing supplier payment together with payment voucher based on ageing (monthly) or any ad-hoc payment as requested (weekly basis) by cheque or online banking (local & foreign currency via Citibank)
- Preparing Staff Claim or Staff advance together with payment voucher by weekly basis
- Updating outgoing payment in bank excel file

Others Task

- Checking and processing petty cash claim transaction and prepare cash voucher by weekly basis with approval
- Preparing weekly and monthly bank reconciliation
- Update of master banking details for vendor/staff
- Preparing monthly inter-company reconciliation and payment with approval
- Checking and update list of supplier contract to ensure all contract is valid
- Checking monthly expenses and preparing accrual listing for recurring cost
- Verify and investigate discrepancies, if any by reconciling vendor accounts against vendor monthly statement (Vendor & Inter-company)
- Checking and follow up with the relevant parties for open purchase order (GRIR) to clear the outstanding items
- Assist to liaise with auditor and tax agent (expenses)

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PERSONAL INFORMATION

Age : 36 Years Old
NRIC : 871108 - 29 - 5300
Birth Date : 8th November 1987
Birth Place : Pasir Mas Kelantan
Nationality : Malaysian
Status : Married
Expected Salary : RM 4000.00 (Negotiable)

SKILLS

- Language Skills English : Good written & verbal communication
- Language Skills Malay : Excellent in written & verbal communication
- Computer Skills : Internet and Microsoft Office, Microsoft Word, Microsoft Power Point, Xearssoft Accounting & SAP System
- Driving Skills : D

PERSONAL FEATURES

- Ability to work independently or as a part of a team
- Always looking forward to learn more knowledge and experience
- Punctuality and time-keeping
- Receive and take criticism well
- Perform given task in earnest.

Account Assistant & Executive Hr Department | 8 July 2012 - 25 May 2021

MMA Tech Engineering Sdn Bhd, Bandar Baru Bangi Selangor

- Implemented effective HR policies to ensure all practices are in compliance with labor and employment regulations.
- Increased employee retention above 90% by creating and maintaining a positive work environment.
- Developed targeted outreach recruitment programs to recruit more minorities and meet affirmative action requirements.
- Responsible for providing overall HR support so that the company maximizes its employee productivity and wellbeing.
- Prepared, proofread and formatted the correspondence.
- Checked the invoices against the PO and packing slips to confirm all items received.
- Pulled invoices just before the due date. Attached invoices to check stub get check signed and mail.
- Assisted Tax accountants in preparing tax return and financial statements.
- Communicated with clients on a daily basis and ensured excellent customer service.
- Completed the general ledger with payroll entries.

Account Assistant | 07 September 2006 – 05 July 2012

Everise Stellar (M) Sdn Bhd, Kajang Industrial Semenyih, Kajang

- Processed company documentation such as invoiced and payment checks.
- Managed all purchase orders and monitored company budget by controlling project expenses.
- Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.
- Completed the general ledger with payroll entries.
- Maintained flawless communication with management.
- Prepared invoices, expense reports and payment memos.
- Prepared Cash Receipts for bank deposits and reconciling accounts monthly.
- Handling the preparation of reports against the external auditor's notes, monthly finance reports and inventory reports.

REFERENCE

Nurasyiqin binti Idris

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