**Nurul Hidayah bt Md Sabri Job Desription**

● Prepare monthly financial report month ends financials and other related reports

● Manage and assist on monthly/quarterly/ad hoc reports in term financials to our management, subsidiaries, and our financial institutions. (Etc: staff claim, gov claim, hr expenses, utilities exp,monthly inst company car)

● Monitor and manage loan from SME Bank, IFS and PUNB respectively for cash flow company and also budgeting.

● Liaise tax agent and external auditor for statutory reporting purposes.

● Assist in test run of Auto Count System upgrade for finance department

● Liaise with procurement and logistic team regarding spares status.

● Liaise with Commercial Dept to monitor and provide SOA for General Aviation/Gov Claim