



# AMANDA ANN

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● **Age:** 27 ● **Nationality & Location:** Malaysia

## Professional Information

**Professional Sector:** Accounting | Auditing (m)

**Desired Salary:** RM3500

**Highest Education Level:** Tertiary (Bachelor's Degree)

**Spoken Languages:** English, Malay

## Career Objective & Summary

Accounting Analyst combining cross-functional competencies in cost-reduction, data analysis, financial reporting and project management. Expertise in project implementation, analysing data and creating and executing standard operating policies and procedures to positively impact the organizational goals. Proficient in identifying challenging areas and achieving corrective measures. Recognized by executive management as a dependable leader, with the ability to contribute as a team player, coach and develop colleagues and interface with professionals of all levels.

## Experiences

### Accounting Analyst | Ocean Master Credit Union | 2014 – Present

- Analyzed, monitored, and reconciled general ledger, including Automated Clearing House (ACH), share SAS, Automated Teller Machine (ATM), mobile, deposit, and cash advance accounts.
- Created, send and track outgoing and Meaning cash letters.
- Established manual corrections to ACH, ATM, Check, Mobile, and Wire programs.
- Selected to serve as primary ACH coordinator charged with processing daily ACH files, as well as preparing and posting journal vouchers, reclamation, originations, payroll, discrepancies, and death notices.
- Rewrote policies and procedures across all electronic banking sources to increase efficiency.

### Account cum Finance Assistant Manager | APAC Energy Services Sdn Bhd | 2014 – 2017

- Monthly sales analysis for inter-company billing
- Stock maintenance
- Submission of sales tax
- Inter-company reconciliation
- Payroll (QnE Quick Pay)
- Ad-Hoc for admin
- Year-end closing and liaise with auditor
- Managed petty cash, AR, AP
- Bank records for daily and monthly using Hexagon

### Accounts Clerk | Lea Holdings (M) Sdn Bhd | 2011 – 2014

- Preparation of appointment letters
- Prepare monthly bank & cash reports
- Process company's payroll
- Prepare monthly journal reports
- Complete Statutory Forms – Socso
- Checking overtime & claims

## Educations

### Certified Accounting Technician (CAT) | Institute Of Certified Public Accountants Of Singapore (ICPAS) | 2009-2010

- CAT Level A – (1) Transaction Accounting, (2) Office Practice & Procedures
- CAT Level B (1) Maintaining Financial Records & Accounts
- CAT Level B (2) Cost Accounting Systems, (3) Information Technology Processes
- CAT Level C – Drafting Financial Statements

### Diploma in Business Administrative | IBS College Sarawak | 2006-2009

- Finance and Accounting Management
- CGPA 3.33

## Skills & Specialities

- Data Analysis
- Accounting Analysis
- General Ledger
- Accounts Payable / Receivable
- Quality Assurance
- Charge Management
- Vendor Management
- Software: UBS Accounting