

# VICTORIA MANOHAR

NO, 11 JALAN KELAPA MAWAR, TAMAN SOGA, BATU PAHAT 83000

016-717 9995

Victoria.manohar92@gmail.com

**OBJECTIVE** - Motivated individual seeking to obtain accountant position, which will benefit from strong mathematical, deductive reasoning, and problem-solving abilities.



## EDUCATION

**Bachelor of Business (Hons) in Banking and Finance | Wawasan Open University**  
2014 Mac – 2017 April (Graduated)

**Foundation in Liberal Arts | Raffles University Iskandar**  
2013 Jan – 2013 Dec (Graduated)



## EXPERIENCE

**FINANCE EXECUTIVE (FACTORY CONTROLLER) | ROCKWOOL SDN.BHD**

FULLTIME 2019, JAN TO 2022, APRIL

- Handle **full set of accounts**, to prepare final accounts and prepare monthly management accounts & finance.
- Verify the accuracy of suppliers or sub – contractor's invoices, debtor statement, maintain account payable statement, payment terms & due date to Account Manager for payment arrangement when required.
- Keep updating on government regulations, e.g. TAX, EPF, PCB & etc
- Perform AR Aging Report to Business Unit (BU).
- Perform the role of AR processing and Credit Management activities according to the business role defined in the Financial Target Operating Model (FTOM).
- Receive cash, cheques & on line banking and issue receipts. Reconcile bank statements by comparing statements with General Accounts.
- Prepare weekly **VPC, MAI, STOCK LOST VARIANCE** and report to Finance Manager (using SAP Lagoon)
- Prepare monthly **costing saving, inflation / deflation, volume usage, consumptions and verify the variance**
- **In-charge whole AP, AR and GL section** including prepare payment vouchers to reconcile supplier statement, matching supplier credit note and etc. Through **Million Accounting software**
- Handling **full spectrum of Human Resources functions**, including **Payroll, Recruitment, Compensation & benefits** and other HR related support services.
- Manage and monitor the AP job function and the performance of the direct subordinate.
- **Liaise with related departments** to co-ordinate any accounting related matters.
- Attend **site audit** to outlets with physical stock checking and cash flow audit. Prepare **GST and SST**
- Assist to handle all aspects of the financial accounting matters including day-to-day running of the Finance operations and able to meet tight deadlines.
- Prepare reconciliation for newly implemented ERP generated data against existing accounting system records, including but not limited to inventory valuation etc.
- Resolve any disputed accounts, unapplied receipts, deductions processing and hanging balances efficiently;
- System Represented (**Certified in ISO9001, IATF16949, ISO14001:2015 & OSHE**)

- Perform **day to day finance operations** such as dealing with expenses, handling petty cash, processes supplier's invoices, supplier's payment & other related payments
- Assist on monthly payroll, payment voucher, invoices and all documentations
- Liaise with **secretarial agent, tax agent and other governmental authorities** on various accounting and financing matters ( i.e. KWSP, PERKESO, LHDN )

## SENIOR ACCOUNT & OPERATION EXECUTIVE | M & R Manufacturing Sdn Bhd

FULLTIME 2015, NOV – 2018, DEC

- Handle **full set of accounts**, to prepare final accounts and prepare monthly management accounts.
- Conducting analytic reviews and evaluations for **cost accounting** work including the annual setting of standards cost for products and calculation of monthly variances.
- Account Software: Cloud – **Apluz / UBS / QUICKBOOKS / MILLIONS**
- Liaises and communicates with all operating departments to ensure **complete and accurate** cost and **overhead capturing for the products**.
- **Overview and managing of Reliability Forecast Demand**, capacity resources, service bundle and cost center budget.
- Evaluates and **approves or rejects budget** proposals and funding requests.
- Conducts cost-benefit analyses to **determine value**. Determines whether budget proposals are in **compliance with regulations**.
- Defends budget recommendations and developing a **final budgetary agreement with management**. Monitors spending to ensure it remains within budget.
- **Prepares estimates to complete (ETC)** and spend plans, audits subcontractor invoices, and provides briefings and related documentation and reports for financial assessments.
- **Forecasts and tracks financial results** throughout the year to meet budget projections.
- Estimates and forecasts future financial need and supports programs with financial analytics.
- Participates in **establishing and defining program plan requirements** and conducts program plan studies.
- **Monitors and reports performance** against plans to ensure that **contractual, cost, and schedule** objectives are met.
- Verify the accuracy of suppliers or sub – contractor's invoices, debtor statement, maintain account payable statement, payment terms & due date to Account Manager for payment arrangement when required. **SAP ARIBA, Plexus & Flextronics Suppliers portal**
- Preparing monthly debtor & supplier summary: supplier ledger on weekly basis. Submitting payment in advance for approval and before due date. **Paying vendors by scheduling EOM payment**
- Specialize in **Bank Reconciliation: Including foreign currency account**
- Well versed in **Stock System: Stock in, stock out, stock card, assist and train warehouse assistant to perform GRN upon receiving**. Make sure Purchase Order release tally as per receiving.
- Preparing **Trial Balance, Profit & Loss: either by project, department by Month & Yearly**,
- Manufacturing Account: calculating the cost **from raw materials to finished goods**
- **Prepare income and expenditure account.**
- In Operation. Preparing Work Order upon receiving new purchase order from customer. **Verify the BOM list (Bill of Materials)** before production issuing Purchase Requisition to Purchaser. Verify the Purchase Order and upon receiving will make sure warehouse & quality department **follow the SOP as per ISO and release materials to production**
- Proceed & verify documentation for parts whichever in WIP, **will inform buyer on the ETA** and proceed with ASN – Arrival Ship Notice. This will notify buyer on immediate.

## ACCOUNTANT | HLN Rubber Industries Sdn. Bhd.

FULLTIME 2013, JUNE – 2014, SEP

- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Document financial transactions by entering account information
- Recommend financial actions by analyzing accounting options
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Substantiate financial transactions by auditing documents
- Maintain accounting controls by preparing and recommending policies and procedures
- Guide accounting clerical staff by coordinating activities and answering questions
- Reconcile financial discrepancies by collecting and analyzing account information
- Secure financial information by completing database backups
- Verify, allocate, post, and reconcile transactions
- Produce error-free accounting reports and present their results, Analyze financial information and summarize financial status
- Provide technical support and advice on management, Review and recommend modifications to accounting systems and generally accepted accounting procedures. Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Prepare financial statements and produce budget according to schedule
- Direct internal and external audits to ensure compliance Plan, assign, and review staff's work

## SKILLS

- Microsoft Word, Power Point & Excel
- Able to work under pressure and meet deadlines
- Business acumen and interest.
- Organizational skills and ability to manage deadlines.
- Team working ability.
- Communication and interpersonal skills.
- Proficiency in IT.
- Knowledge of Accounting software – **Intuit (Quickbooks), Xero, Autocount, SQL, MYOB, Million, Wave Accounting & A- Pluz**
- **SAP ARIBA, Flextronics, Plexus, Baker Hughes, Brooks USA – Suppliers Portal**
- **Budget Analyst Skills: Tracking budget expenses, analyzing information, Auditing, accounting, and corporate finance, managing processes, Developing standards, Performance management & Financial software**

## PERSONAL DETAILS

Gender:	Female
Date of Birth:	09 September 1995
I.C Number:	950909 -01-7672
Place of Birth:	Skudai
Race:	Indian
Religion:	Christian
Marital Status:	Single

## MISCELLANEOUS

Possess Own Transport:	Yes
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## CERTIFICATE OF ACHIEVEMENT

THIS CERTIFICATE IS AWARDED TO

**VICTORIA**

IN RECOGNITION OF THE SUCCESSFUL COMPLETION OF

**HANDLING FULL SET OF ACCOUNTS**

25 - 26 February 2021

A handwritten signature in black ink, appearing to read "Tan Chee Wan", is written over a horizontal line.

TAN CHEE WAN

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ACHIEVEMENT: