



## RESUME

### PERSONAL PARTICULARS

Name	Lo Chok Woen
Address	A1406, Endah Puri Condo 15, Jalan 3/149E, Taman Sri Endah 57000, Sri Petaling Kuala Lumpur
Date of Birth	15-05-1973
Contact Number	017-8738812 (Hand Phone)
Marital Status	Married
Nationality	Malaysian
Interests	Sports, Music and Reading

### EDUCATION BACKGROUND

1988 – 1990	Sekolah Menengah Methodist (ACS) Ipoh, Perak SPM Grade 1
1991 – 1992	Sekolah Menengah Shen Jai, Ipoh LCCI Intermediate Certificate
1992 – 1993	Systemactic Business Training Centre LCCI Higher Diploma Diploma in Accounting
1993 – 1995	Systematic Business Training Centre ACCA Level 1 to Level 3, Completed.

### PROFESSIONAL MEMBERSHIP

Membership	Malaysia Institute of Accountants, CA(M) Chartered Association of Certified Accountants, FCCA
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## TRAINING SKILLS

- In House Training Skills:
- Chaswood Resources Sdn Bhd**
- Provide training for the Restaurant Manager, Accounts and Finance Team on "Leadership that Rocks"
- Revenue Valley Sdn Bhd**
- Provide training for the Restaurant Manager on "Understanding Your P&L"
  - Provide training for the junior staff on "Basic Accounting Principles"
  - Provide training for the managers on "Financial Analysis for Non Finance Manager"
- FCW Holdings Bhd**
- Provide training for the junior subordinates on "Basic Principles on Closing of Full Set of Accounts"
  - Provide training for the subordinates on "Effective Writing Skills"

## EMPLOYMENT HISTORY

### FREELANCE ACCOUNTANT/AUDITOR

Currently a freelance accountant for the following companies:

- MBA Chiropractic Sdn Bhd
- Able Star Enterprises Sdn Bhd
- Klinik Loh & Loh Sdn Bhd

Freelance auditor (in coloration with WK Hong & Co), in which specialising in the audit of JMB and MC accounts. Some of my clientele are:

- Endah Puri Management Corporation
- Endah Promenade Management Corporation
- Badan Pengurusan Bersama Scott Garden
- Perbadanan Pengurusan Selayang 18
- You Residences Management Corporation
- Badan Pengurusan Bersama Festival Walk @ Ipoh
- Badan Pengurusan Abadi Villa
- Eve Suite JMB

Other than the statutory audit, also specialising in forensic audit for JMB and MC as well. Some of my forensic audit works are:

- Endah Puri Management Corporation – Forensic audit on Cash Loss incident
- CBD Perdana 3 JMB – Forensic audit on Amount Due to Developer
- Eve Suite JMB – Forensic audit before Developer handed over the account to JMB

### COOPERS CAPITAL SDN BHD / TC CULTURE SDN BHD

Appointed as consultant by Coopers Capital Sdn Bhd, an investment holding company that invest in various business activities. In August 2020, officially transferred to one of its subsidiaries, TC Culture Sdn Bhd, to assist the General Manager in managing the F&B operation of the Group. TC Culture Sdn Bhd is the brand operation of Teo Chew Kopitiam and The English Traveller Café.

May'20 – July'21

Consultant / Finance Manager

- Setting up Group structure and advise on investment plan

- b) Recruitment of back-end support staff
- c) Setting up accounts/finance department, accounting system, SOPs and staff training
- d) Setting up F&B division and designated as PIC for F&B division
- e) Created the Brand of Teo Chew Kopitiam and The English Travellers Café
- f) Set up 2 Teo Chew Kopitiam and 1 The English Travellers Café

**ATFAH SDN BHD**

**Appointed by Atfah Group of Companies, brand operator for Shell Out, as Senior Finance Manager. Tentatively holding the position of Franchise team lead for their Franchising Division**

**Jun'19 – May'20**

**Senior Finance Manager / Franchise Team Lead**

- g) Leading the Finance team, specialising on Corporate Financing matters.
- h) Review monthly accounts prepared by Accounts Department and prepare monthly consolidation of accounts for the presentation to top management
- i) Leading the franchising Division
- j) Rewrite the Restaurant Operation Manual for the Franchising team, re-work the food cost engineering and Franchising SOP
- k) Negotiating with event organisers and potential franchisees.
- l) Staff training for franchising department.

**CHASWOOD RESOURCES SDN BHD**

**Appointed by Chaswood Resources Group of Companies, a local F&B group listed in Singapore SGX, franchise holders for TGI Friday's, Watami, Bulgogi Brothers, as well as owner of the brands of Italiannies, Malones, The Apartment, Teh Tarik Place and Baci Cafe, as Financial Controller**

**April'13 – April'19**

**Financial Controller**

- a) Provide guidance and support to 1 Accounts Manager and 2 Assistant Accounts Managers in their daily running of the Accounts Department operation and ensuring timely and accurate preparation of the management accounts.
- b) Provide guidance and support to the Finance Manager in his daily running of the Finance and Treasury Department operation and ensuring the cash flow.
- c) Overseeing the financial operations of subsidiary companies in Indonesia and China.
- d) Preparation of the monthly consolidation accounts as well as the Quarterly Financial Results for Board Meeting.
- e) Develop and implement finance, accounting, cash monitoring and PPE control procedures
- f) Preparation of yearly budget
- g) Assist CFO in strategic planning and execution ie monitor and direct the implementation of the budget and strategic plans, develop tax strategies in minimising tax liabilities of the Group
- h) Liaising with IRB officers and Royal Customs Department officers on the IRB tax audit as well as the Sales and Service Tax Audit findings, subsequent negotiation of reducing the potential tax penalties.
- i) Assist in the internal Due Diligent Audit on the taking over the China operations from the then franchisee in China
- j) To lead, motivate and empower staff through effective and open communication, excellent leadership and regular performance feedback and team building.
- k) To create a career development path for the staff to grow within the organisation.

**CODEMASTERS STUDIOS SDN BHD**

**Appointed by Codemasters Studios Sdn Bhd, an UK-owned game software development company, as Finance Manager**

**Jun'10 – Mar'13**

**Finance & Admin Manager**

- a) Responsibilities include the timely and accurate submission of management accounts, monthly cash flow projection and treasury function, office administration which inclusive of implementing and strengthening the internal control system, liaising with audit, tax and suppliers on operating issues.
- b) Any other office administrative matters.

**REVENUE VALLEY SDN BHD**

**Revenue Valley Group is operating a chain of restaurants businesses. They are the founder and operator of The Manhattan Fish Market and London Fish Tales. In addition, they are also the Malaysia Master Franchisee for Tony Roma's and Sushigroove.**

Sept'07 – Dec '09  
Job Description

**Financial Controller**

- a) To lead the accounts & finance department, procurement department, internal audit department and MIS department; strategise yearly goals and objective to achieve the Group Vision.
- b) To ensure timely and accurate reporting on expenditure provision and management reporting and ensure that the business and financial objective is achieved.
- c) To provide accurate and timely submission of tax returns and computation that is in compliance with the regulatory requirements.
- d) To build effective relationship to enhance the company's business and statutory reputation within the local legal framework and provide support during the audit process through external auditors.
- e) To ensure that the audited financial statements comply with FRS and local accounting and auditing standards.
- f) To ensure liquidity is sufficient to pay debts when it is due and ensure that employees and suppliers can be paid in accordance with the relevant deadlines.
- g) Keep upto date market trends and new development, utilising this information for business development and improvement.
- h) To lead, motivate and empower staff through effective and open communication, excellent leadership and regular performance feedback and team building.
- i) To create a career development path for the staff to grow within the organisation.
- j) Work closely and supports Company's strategic planning and execution of the F&B business and future growth.
- k) To lead the IT Department ensuring and enhance management system to function on a long term basis. Spearheaded the accounting system migration from UBS to Microsoft Navision
- l) To lead the Procurement Department and spearheaded the central procurement system within Revenue Valley Group
- m) Negotiate with suppliers on favourable credit terms and limits for operation needs.
- n) Provide financial feasibility study on the new outlets

**FCW HOLDINGS BHD**

**FCW Holdings Bhd is a public listed company in Bursa Malaysia under the Industrial Products category. Its subsidiaries are involved in retailing, distribution and servicing of telecommunication equipment.**

June'05 – Aug'07  
Job Description

Group Finance Manager

- a) Ensure timely and accurate preparation of 6 subsidiaries and holding company monthly management accounts;
- b) Supervising 5 accounts staff in day to day operation;
- c) Preparation of monthly group management report to be tabled for management meeting;
- d) Preparation of monthly group consolidation accounts;
- e) Monitoring group cash flow and treasury function;
- f) In charge of the group internal control system and conduct internal audit on ad hoc basis;
- g) Responsible for group credit control as well as group insurance matters;
- h) Liase with auditors, tax agent and bankers;
- a) Preparation of annual budget as well as the consolidation.

**RMC INDUSTRIES (MALAYSIA) SDN BHD**

**In Feb 2001, Golden Plus Holdings Bhd completed the conditional Share Sale Agreement with RMC Industries (Malaysia) Sdn Bhd., a wholly owned subsidiary of RMC Group PLC, a public company listed in the London Stock Exchange for the disposal of its entire share holding in the aggregate, premix and concrete business in West Malaysia.**

Mar'01 – Dec'01  
Jan'02 – April'05  
Job Description

Accountant

Promoted as Finance Manager

- a) Ensure timely and accurate preparation of 6 subsidiaries and holding company monthly management accounts;
- b) Supervising 8 accounts staff in day to day operation;
- c) Preparation of monthly Profit & Loss forecast to be submitted to UK;
- d) Preparation of monthly group consolidation accounts;
- e) Monitoring group cash flow and treasury function;
- f) In charge of the group internal control system and conduct internal audit on ad hoc basis;
- g) Carried out investment appraisal;
- h) Liase with auditors, tax agent and bankers;
- i) Preparation of annual budget as well as the consolidation.

**GOLDEN PLUS HOLDINGS BHD**

**Golden Plus Holdings Bhd is a public listed company in Bursa Malaysia under the properties category. Its subsidiaries are mainly involved in quarry business as well as property developer and construction. Its investment in China consists of water theme park and leisure entertainment.**

Jan'99 – Feb'01  
Job Description

Accountant

- a) Ensure timely and accurate preparation of 6 subsidiaries monthly management accounts;
- b) Monitoring cash flow of the 6 subsidiaries;

- c) Supervising 12 accounts staff in day to day operation;
- d) Responsible in recruiting and training staff to ensure smooth running of the department;
- e) Liase with auditor and tax agents;
- f) Conducting internal audit, monitoring and improving the internal control system of the companies;
- g) Preparation of financial and cost projection on ad-hoc basis;
- h) Preparation of monthly cash flow projection;
- i) Preparation of quarterly Profit & Loss forecast;
- j) Preparation of annual budget

### **LH LEE & CO, CHARTERED ACCOUNTANTS**

**LH Lee & Co is an audit firm located in the vicinity of Kuala Lumpur. The firm not only involves in the auditing field, it also provide tax services and management services to her clients via LH Lee Tax Services Sdn Bhd and Management Services Sdn Bhd respectively. Some of her major clients, to name a few include Engtex (M) Sdn Bhd (prior to her KLSE listing), Sin Tai Heng (M) Sdn Bhd, Triways Group of Companies.**

Jan 1996 –Feb 1997  
Job Description

Audit & Tax Assistant

- a) To plan the audit work to determine and assess the audit risk & materiality prior to the commencement of an audit;
- b) To closely monitor and supervise the progress of an audit. This is to ensure all critical matters that will significantly affect the financial position of the company can be highlighted on a timely basis to the seniors and manager involved. Close supervision will enable the timetable and cost budget to be followed as closely as planned;
- c) To liase with clients during the course of an audit e.g. to discuss with the management on the internal control weaknesses and to propose any possible remedies;
- d) To coordinate with various division in L H Lee & Co to ensure the audit are completed on a timely basis and all the statutory requirements are complied with by the clients.

Mar 1997 – Dec 1998  
Job Description

Audit Supervisor

- a) Planned and designed the audit work for the subordinate, review and supervise the work progress in order to meet the dateline;
- b) Liase with clients and implement internal control system and financial control system especially for those newly set up company as well as advising clients in their daily finance management (special assignment);
- c) Closely involved in the daily audit department management such as monitoring the database of the clients and conducting training session for the juniors in enhancing the audit skills.

### **WORK STYLE**

I prefer to work in an organised environment, where performance can be measured with some degree of accuracy. I would think that I am ambitious, yet, realistic, about my chances of completing a task with success.

### **EXECUTIVE QUALITIES**

During my studying years, being the Vice President of the Student Committee Board and President of the Monitor Board of Shen Jai High School, Chairman of the LCCI Committee Board of Systematic Business Training Centre, coupled with my

working experience as an audit supervisor and Accountant/Finance Manager, I am able to carry out my leadership and decision making role with certain degree of efficiency and reliability.

## **ACHIEVEMENTS / ACCOMPLISHMENTS**

- a) When I first joined RMC, our reporting dateline has cut down from previous 15 days to only 5 days and only given 3 months grace periods to fully adopt to the tight reporting dateline. During the transitional period, I had a lot of discussion with my subordinate in order for me to understand the potential problems that they are facing if such a tight dateline to be followed. Follow up is the discussion with the operation department as to which level of assistance that they can give us in order for us to meet the dateline, and after listening to the both side of their story, eventually find a balance point to even out the work process. And with that, manage to fully adapts to the RMC culture after 2<sup>nd</sup> month, we are continuously looking forward to better our work process.
- b) In Year 2002, RMC adopted an aggressive expansion programme and I was nominated as one of the investment committee. During that year, we have made investment in Bukit Tambun and in Year 2003 in Lumut. I was involved in the investment appraisal where we started off from feasibility study to market research, presentation to the top management for final approval, monitoring the progress of plant construction as well as working out the working capital requirement for the new investment. Bukit Tambun was a success but now so for Lumut basically we are overestimated the demand in that market coupled with the inefficiency of the plant that gives us tremendous down time period.
- c) Carried out an internal audit on 1 of the subsidiaries on inventory control and lead a team of accounts staff and MIS executive to implement new computerised system in which it mitigates the stock loss situation of approximately RM160K.
- d) After moving into RMC, we are required to submit a monthly rolling forecast to UK. Because this is a monthly affair, we could not come out with a very detailed forecast as what we usually do in our annual budget process. I have actually come out with a simplified forecast template and though it is simplified form and yet it would not deterred the top management from decision-making process where important KPIs are still available for monitoring. And the template is very useful and it is still being used until now even it being accepted by CEMEX as well.
- e) Carried out an investment appraisal on sand mining recently and currently at the second stage of negotiation with the land owner on the terms and conditions for the sand mining operation.
- f) Formation of the internal audit department for the Revenue Valley Group and head the department for the enhancement and betterment of the internal control system.
- g) Involved in the setting up of 7 new restaurants for the Brand "The Manhattan Fish Market", "Tony Roma's", "Sushigroove", and "London Fish Tale"
- h) Successfully migrated the accounting system for Revenue Valley Group from UBS to Microsoft Navision. Also successfully in spearheaded the implementation of the central procurement system.
- i) Spearheading the accounting system migration for Chaswood Resources Group from Focus to Autocount. Successfully in implementation of the inventory system for the Central Kitchen.
- j) Spearheading the implementation of GST system for Chaswood Resources Group.
- k) Develop a more efficient way of doing the Group Consolidation Reporting Package analysis by building an Excel Template with automated formulation, which cut down the preparation time of group consolidation reporting package from 5 days to 2 days.

- l) Redesign the Monthly Management Report and Weekly sales report for better and more detailed information for the management.
- m) At Atfah Sdn Bhd, successfully obtained the Franchise License under the Brand Name of "SHELL OUT" and set up the Franchise team to promote and franchising the brand.
- n) Successfully in assisting to obtain HALAL certification for Central Kitchen and 2 outlets.
- o) At Coopers Capital / TC Culture Sdn Bhd, successfully set up the Group Structure and advising in their investment planning activities
- p) Heading and managing the F&B Division of Coopers Capital and successfully set up 2 Teo Chew Kopitiam and 1 The English Travellers Café.

### COMPUTER PROFICIENCY

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|----------------------|---|
| Software Application | <ul style="list-style-type: none"> <li>a) Microsoft Excel</li> <li>b) Microsoft Word</li> <li>c) Microsoft Power Point</li> </ul>   |
| Accounting software  | <ul style="list-style-type: none"> <li>a) Sun Microsystem</li> <li>b) UBS/SAGE Accounting Software</li> <li>c) MYOB Accounting Software</li> <li>d) Microsoft Navision Accounting Software</li> <li>e) Autocount Accounting Software</li> </ul> |

### LANGUAGE PROFICIENCY

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|------------------------------------|---|
| Spoken & Written                   | <ul style="list-style-type: none"> <li>a) Bahasa Malaysia</li> <li>b) English</li> <li>c) Mandarin</li> </ul> |
| Other Chinese Dialects<br>(Spoken) | <ul style="list-style-type: none"> <li>a) Cantonese</li> <li>b) Hakka</li> <li>c) Hokkien</li> </ul>          |

### REFEREES

<u>Name</u>	<u>Contact Number</u>	<u>Designation</u>	<u>Years Known</u>
Lim Cheng Seong	012-6540205	Chief Financial Officer	7 years
Foong Foo Hong	018-3138662	SAP Consultant	12 years