



SU LEAN, CHUAH (CHARIS)  
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### PERSONAL PARTICULARS

Date of Birth: 28/3/1986

Nationality: Malaysian, Penang

### CAREER OBJECTIVE

A position relates to accounting & finance, audit, banking, management, corporate treasury and finance analysis in a successful and large organization to achieve the corporate governance. To continually improve my knowledge and skills with the long term goal of becoming a successful business person.

### EDUCATION

#### **College**

May 2004 - May 2006

#### **Diploma in Business Studies (Accounting)**

Tunku Abdul Rahman College, Penang

Major: Accounting

Jun 2006 – Jun 2009

#### **ACCA (Part Time Study)**

IPG, PTPL College, Penang

Awarded with ACCA certificate: Part 1

Papers Exempted: F1 to F5

Attended: Fundamentals F6-F9 & Professional P1-P3

Nov 2020 – Jan 2021

#### **Certificate in Supply Chain Management**

Penang Skills Development Centre, Penang

MAPICS Partner of International Trade Centre

### EMPLOYMENT HISTORY

Jun 2021 – Dec 2021

#### **Analyst, Sales Operations (Finance & Accounting)**

Dell Technologies, Penang, Malaysia

Industry : Computer

## Duties & Responsibilities

- Website : [www.dell.com/en-my](http://www.dell.com/en-my)
- Be responsible to manage a group of catalog managers & online premier maintenance from premier page perspective.
- Own the direct account relationship and be the escalation point for premier accounts related issue.
- Drive & own the end to end premier maintenance process to ensure timely update of Customer/Page info (shipping/billing etc.) and configurations.
- Customer Facing: Participates on Customer Conference calls or briefing or quarterly review upon request. Support the on boarding of premier customers on premier page upon request.
- Be responsible to attend to customer escalation and provide solution to resolve issue.
- Drive and measure retention & adoption of online customers by:  
Ensure high page availability & bundles validity for customer.  
Drive 100% Page & content accuracy.
- Be the contact point for collaboration with BCM and other cross functional team to protect the site-mainly associated with the performance and/or stability issues.
- Analyze & review page activeness quarterly. Own and drive to meet CM metrics. Drive post mortem with Helpdesk or cross functional team on premier related issues.
- Establish the end to end processes and own the resolution of online orders including PO issues. Escalate or contacts appropriate stakeholder to resolve issues. Ensure smooth processing of online orders by working with order processing team to address the issue.
- Support the engagement of customer or sales on EOL changes with no replacement/price.
- Manages front-end sustainment solution through work with cross-functional teams for escalation avoidance.
- Ensure team follow through contract compliance (using various tools).
- Responsible to support mandatory UAT testing specific to customer base or profile.
- Own and drive the Online Cost of Dissatisfaction metric; own the post mortem, improvement & communication to stakeholders.
- Be responsible to create a great place to work atmosphere for team members and encourage team engagement

Oct 2017 – Mar 2018

## **Finance and Accounts Officer**

George Town World Heritage Incorporated,  
Penang, Malaysia

Industry : UNESCO

### Duties & Responsibilities

- Website : [www.gtwhi.com.my](http://www.gtwhi.com.my)
- Administer and monitor the financial system to ensure that the municipal finances are maintained in an accurate and timely manner.
- Ensure all transactions are properly recorded and entered into the computerized accounting system.
- Ensure security and legitimacy for all cash flow in and out.
- Establish and maintain supplier and consultant accounts.
- Coordinate and assist the annual audit.
- Oversee purchase ordering and process purchase invoices for payments.
- Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all transactions.
- Prepare and present accounts and financial statements during Board of Directors meetings.
- Administer employee files and record in order to ensure accurate payment of benefits and allowances.
- Administer the monthly payroll in order to ensure that employees are paid in an accurate and timely manner.
- Monitor and maintain of stores and fixed assets register.
- Ensure all financial regulations are strictly adhered to.
- Establish and maintain effective working relationship with colleagues.
- Undertake other duties and attend meetings as assigned by the General Manager.

Oct 2016 – Jul 2017

## **Senior Accountant**

Intel, Penang, Malaysia

Industry : Semiconductor/Wafer Fabrication

### Duties & Responsibilities

- Website : [www.intel.com](http://www.intel.com)
- Cash Match & Clear Activity – Each week every bank accounts needs to be accurately match and

clear in SAP Maintenance of inter-company sub-ledger

- Bank Account Reconciliation – Bank Accounts needs to be reconciled as indicated in Assure Net each month in accordance with Intel General Ledger Account Reconciliation Standard (GLARE)
- Balance Sheet Reconciliation – All accounts needs to be reconciled as indicated in Assure Net each month in accordance with Intel GLARE and reviewed as per AssureNet.
- Document Management – SAP or any other Tool, Transactions posted in SAP or any other Tool, should be immediately uploaded and stored in JET or INFOPAC (Intel Document Repository System)
- Provide accounting & transactional services to support close & reporting activities for Intel Malaysia Shared Service Centre supporting Legal Entities in Malaysia, India, Vietnam, China, European countries.

Jan 2015 – Aug 2015

### **Country Analyst**

Agilent, Penang, Malaysia

Industry : Life Science/Electrical & Electronics

#### Duties & Responsibilities

- Website : [www.agilent.com](http://www.agilent.com)
- Financial period end closing activities – month, quarter and year-end – for subsidiary set of book(s), including pre and post close analysis, corporate narratives.
- Production of statutory accounts for the assigned legal subsidiaries, including financial statements and related schedules and reporting according to US and local GAAP as well as local legal rules.
- Coordinate external audit and liaise with external auditors and help ensure the audit on the statutory accounts is on time and on budget.
- External reporting – regulatory reporting, FTC central bank, EDB statistics etc.
- Country compliance packs – Audit variance analysis, CGM scorecards, spend analysis, other local financial and related analysis. The level of details may vary from country to country based on requirements from external audits, CGM and country controller.

Apr 2013 – Dec 2014

### **Assistant GL Team Lead**

Wilmar, Penang, Malaysia

Industry : Plantation

#### Duties & Responsibilities

- Website : [www.wilmar-international.com](http://www.wilmar-international.com)
- Pioneer team of management services.
- Training and knowledge transfer to the team on the industry operation process and continuous improvement on the monthly process and KPIs.
- Financial analysis and costing accuracy training
- Oversee the processing, reporting, transactions, re-evaluations and closing process for all general accounting matters including ledger postings, inter-company transactions, fixed asset accounting
- Ensure team members have the appropriate skills, supporting tools and technologies to enable them to deliver excellent customer service
- Develop and manage GL team goals, work schedules and activities, back up procedures and staffing requirements to ensure coverage at all times
- Work with GL team and GL process manager(s) to identify opportunities for continuous process improvement / innovate solutions / system enhancements related to the GL function
- Ensure current processes, operations, systems, databases and information security are up to date and comply with proper accounting and legal principles/policies/procedures, including GAAP and others
- Work with Transition team to ensure the successful transfer of activities for service countries, for instance process documentation, knowledge transfer, job shadowing and training delivery to up skill new hires
- Ensure that service levels and targets are met as per service level agreements and closing timeliness
- Perform problem tracking and ensure that issues are escalated in a timely manner and properly documented, prioritized, tracked, and resolved

Sept 2010 – Mar 2012

### **Finance Coordinator**

Nord Anglia Education, Kuala Lumpur, Malaysia

Industry: Education

#### Duties & Responsibilities

- Website : [www.nordangliaeducation.com](http://www.nordangliaeducation.com)

- To provide support to the financial controller in the financial planning and management of Malaysian operations and also to support the School Finance Lead in delivering sustainable processes and procedures to the individual Trust Schools.
- Reporting to Khazanah Bhd, Malaysia Minister of Education government department - Consulting Malaysia 10<sup>th</sup> Government plans on education projects.
- Reporting of the Group bank account balances to the heads of finance
- Responsible for supervision and maintenance of financial accounting and cost accounting functions of the company including implementing the relevant policies, assisting in developing, improving the required system and procedure to ensure systematic collection of information for consistent presentation of results and assisting in monitoring, improving internal control system.
- Oversee the Malaysia region group finance cash flow forecasting
- Prepare management accounts, month end closing report, budget & forecast report and review the financial statement
- Bank mandate & account management including regular liaison with banks
- Familiarity with banking process, online banking & bank procedures
- Double entry booking skills, handling operation accounting in accounts payable, receivable, general ledger, fixed assets, inter-companies
- Liaison with auditors, tax consultant, company secretary regional office petty cash management
- Manage group insurance, car rental, hotels portfolio
- Handling payroll, staff allowance/deductions and taxes matters
- Providing a supporting role to the school finance lead in their structuring and delivery of financial processes and procedures to schools and any other related project work
- Highly IT literate, competent in all microsoft packages
- Professional attitude, committed to hitting deadlines set within the team, flexible and ability to adjust to changes in the working environment

Jun 2006 – Jun 2010

## **Assistant Treasury & Accounts**

Kelab Sosial dan Sukan Pulau Pinang,  
Penang, Malaysia

Industry: Entertainment

### Duties & Responsibilities

- Website : <http://www.rbggames.com/home/>
- Ensure the compliance & assurance of standard operating procedures.
- Audit & analyses the operations outlets sales on weekly basis and submit the reports to management of regional office.
- Monitor the company's financial management, costing and cash flow requirements.
- To ensure effectiveness in debt collection for the business.
- Perform and witness outlets daily sales collection.
- Responsible for treasury including review cash flow forecast and requirements.
- Handling and safeguarding the outlets sales and cash flow.
- Ensure timely closing of monthly and quarterly management accounts and reports.
- To liaise with other outlet managers.
- Handling full set accounts
- Managing and monitoring of account receivables, payables & cash flow.
- Responsible for maintaining general ledger, journal entries and month end accounts closing and preparation of monthly final accounts.
- Perform analysis on management accounts.
- Performs monthly stock check.
- Prepare audit report.
- To prepare full set of financial statements and tax reports.

## COMPUTING SKILLS

### **Well-versed with Computer Applications**

- Assurenet
- Biztrak Accounting Software
- EMAS Accounting Software
- JD Edwards
- Journal Entry Tools
- MASTER Accounting Software
- Microsoft Excel
- Microsoft Outlook
- Microsoft Power Point
- Microsoft Word

- MYOB Accounting Software
- Online Site Tools
- Oracle Accounting Software
- SAP Accounting Software
- UBS Accounting Software

## COMMUNICATION SKILLS

### **Languages (Well in Written & Spoken)**

- English
- Chinese
- Malay

## AWARDS & ACHIEVEMENT

- President Badge, The 2nd Highest Awards in Senior Section, The Boys' Brigade in Malaysia
- Gold Awards, The Highest Awards in Junior Section, The Boys' Brigade in Malaysia
- Champion: History Sketch Competition and Cleanliness & Beautification Competition
- Champion team: Survivor Camp 2006
- Champion: Best Costume Design in 17th Pesta Kuala Lumpur, The Boys' Brigade in Malaysia
- 2nd Runner Up: Netball Team in 17th Pesta Kuala Lumpur, The Boys' Brigade in Malaysia
- 2nd Runner Up: Sport Carnival Extreme Challenge
- Camp organizer/committee in 19th BB Pesta Penang, The Boys' Brigade in Malaysia
- Document and Conservation Workshop 2017/2018 Penang
- Heritage and Conservation Workshop 2018 Penang
- United Nation Educational, Scientific and Cultural Organisation Disaster Risk Reduction National Workshop 2018 Penang
- St John Basic First Aid Workshop 2018 Penang
- Basic English Writing Letter Workshop 2018
- Business and Tax Update 2018, Goods and Service Tax Update 2018
- Penang Walkabouts – Walk in the City 2022, Switch – Heritage Halal Food Trail 2022
- Malaysia Digital Economy Corporation 2022 – Jualan Murah Keluarga Malaysia @ DE Trade
- Penang Youth Development Corporation – Program learn, save, advance : campaign CPR & AED 2023
- Penang Youth Development Corporation – Penang Water distribution assistance mission during water supply disruptions January 2024
- Digital Penang 2024
- Tech Dome Penang – Exabytes AWEWE 2024 conference
- Penang Youth Development Corporation – contribution of excellence 2024

## CURRICULAR ACTIVITY

### The Boys' Brigade in Malaysia

- Penang State Council Lieutenant Officer
- Vice President of 14<sup>th</sup> Penang Company Officers Council 2009



- Experienced in Positions Below : Vice President, Secretary, Treasury, Equipments Master & Editor of Non Commissioned Officers Council
- Experienced in Ranking Below : Lieutenant, Warrant Officer, Primer, Staff Sergeant, Sergeant, Corporal, Lance Corporal

#### Tunku Abdul Rahman College

- Vice President & Committee of Christian Fellowship Society (CF)
- Vice President of Student Welfare Society (SWC)
- Vice President of Tunku Abdul Rahman College Orientation Week (SWC)
- Vice President of Tunku Abdul Rahman College Prom Nite (SWC)

#### Penang Chinese Girls' High School

- Board of Committee, Assistant Quarter Master & Assistant Treasurer of Christian Fellowship Society
- Graduation Magazine Committee
- Member of Environmental Cadet Corporation
- Member of Science Garden & Environmental Club
- Member of Consumer Club
- Member of Interact Club
- Member of Basketball Club

### COMMUNITY INVOLVEMENT

- Involved in drill & band performance during National Day on the 'Majlis Pembarisan Dan Perarakan Sempena Hari Kebangsaan Peringkat Kemerdekaan Peringkat Negeri Pulau Pinang'
- Involved in Hari Belia dan Tahun Sukarelawan Antarabangsa Peringkat Negeri Pulau Pinang, Penang State Christmas Parade, Love Walk & Marathon
- Actively participate and served the community in the activity organized by non-profitable organization e.g. Lion club, Penang Christian charity events; donation, helps in orphan home, senior citizen; collect old newspaper, old clothes and aluminium tin for charity fund
- Penang Bridge International Marathon 2009, Penang Bridge International Marathon 2014
- Standard Chartered KL Marathon 2012, BSG Property Race 2015, Tech Dome Glo Walk 2016
- Volunteer for George Town Festival year 2018
- Volunteer for World Vision 2019, Women's Centre for Change 2019
- Think City - Enumerator 2019 & 2020
- Volunteer for Penang Science Cluster 2020, Penang Youth Development Corporation 2020, Census Malaysia 2020
- British Council - Invigilator 2020, 2021, 2022
- Volunteer for Penang Youth Development Corporation 2021
- Volunteer for Digital Penang 2022, Penang Youth Development Corporation 2022, Penang Institute - Enumerator 2022, Penang Digital Library 2022, Malaysian Craft Council - Penang Exchange 2022, Malaysian-German Society – Oktoberfest 2022, Penang Women's Development Corporation 2022, Penang Science Cluster – Penang International Science Fair 2022
- Volunteer for Penang Hill Corporation - Penang Hill Festival 2023, Penang Women's Development Corporation 2023, Malaysian-German Society – Oktoberfest 2023, Malaysian-German Society - Christmas Market 2023
- Digital Penang 2023

- Penang Green Council – Enumerators for Fuel Sales Data Collection for Transport 2024
- Malaysian-German Society 2024

### STRENGTH

Creative, innovative and resourceful  
 Dynamic team player  
 Efficient  
 Fast-learner  
 Good Interpersonal skills  
 High commitment  
 Honest  
 Initiative  
 Leadership charisma  
 Outgoing, willing to travel  
 Responsible  
 Sociable

### OTHER INTERESTS

- Sport - Badminton, Baseball, Basketball, Canoe, Cycling, Floorball, Fishing, Fitness, Frisbee, Gymnastic, Hiking, Table Tennis, Volley Ball, Yoga
- Camp - Participate in Tunku Abdul Rahman College Survivor Camp 2006 - Overall Champion  
 - BB Pesta 2006, University Malaya KL  
 - BB Pesta 2003, Malacca  
 - BB Pesta 2000, Sitiawan, Perak  
 - Officers' Training Camp Course, Penang  
 - Non Commissioned Officers Training Camp, Ipoh  
 - Training camp at Batu Ferringhi, Pantai Keracut, Penang Hill, Penang Youth Park, Teluk Pahang

### REFEREES

#### **Mr Tan Jing Kuan**

Global Head of Operations Finance  
 Nord Anglia Education  
 Contact : +60 3 6277 2226

#### **Mr Pang Sew Khee**

Accounts Manager  
 Kelab Sosial dan Sukan Pulau Pinang  
 Contact : +60 4 226 6288

#### **Pastor Nancy So**

Honorary Chaplain  
 14<sup>th</sup> Penang Company  
 The Boys' Brigade in Malaysia  
 Contact: +60 16 422 4526