



## KUMARASAN SAMASIVAN

ACCOUNT EXECUTIVE

### DETAILS

Blok 7-2-12 Jalan Mesra 1,  
Taman Mesra, 13400,  
Butterworth, Pulau Pinang,  
Malaysia.  
01136215526  
[kumarstrike1@gmail.com](mailto:kumarstrike1@gmail.com)

### SKILLS

Microsoft Office  
UBS accounting software,  
Sql accounting software,  
Condo Master software

### LANGUAGES

Tamil- Good (Spoken)  
Malay -Good (Spoken &  
Written)  
English - Good (Spoken &  
Written)

### EDUCATION

**Bachelor of Accountancy  
(Hons)** University Tenaga  
Nasional  
Cgpa : 3.00 (2017)

**Foundation in  
Accountancy University  
Tenaga Nasional** Cgpa :  
3.69 (2011)

**Sijil Pelajaran Malaysia**  
SMK Mak Mandin  
Art Stream (Accounts) 8A's

### OTHERS

**Current Salary:** RM3,500

**Expected Salary**  
RM4,200 (negotiable)

**Availability**  
1 months upon notice

### PROFILE

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

### ACCOMPLISHMENTS

- Complete all the backlog account and complete the auditing work to secure a bank loan of 7 million with AmBank for solar project of Mackt Commerce Sdn Bhd.
- Managing 6 sites with Allied Group, have prepared and completed the audit work left incomplete by previous property manager.

### EMPLOYMENT HISTORY

#### **Account Executive at SMPC Industries Sdn Bhd under Mayu Global Group Berhad, Sungai Lokan**

16<sup>th</sup> July 2024 — Present

- Manage account payable and receivable processes, ensuring accuracy and timeliness.
- Preparation of monthly financial report (Income Statement, Balance Sheet, Cash Flow and Bank Reconciliation)
- Preparation of budgets, forecasts and financial reports.
- Ensure compliance with tax regulations and assist with tax filing.
- Coordinate with auditors and provide support during audit.

#### **Account Executive at Allied Group Property Services (Penang) Sdn Bhd, Batu Kawan**

January 2019 — 15<sup>th</sup> July 2024

- Prepare monthly and annual closing for both internal and external reporting purposes (Income Statement, Balance Sheet, Cash Flow and Bank Reconciliation).
- Attend monthly meeting and present monthly management account
- Attend to site office (estate) request for information and data as and when required.
- Reviews and prepares management reports, including budget, insurance and quit rent information and calculations.
- Reviews and ensures reports/documents are forwarded to auditors and maintains applicable documentation.
- Assist with annual audit by external and internal
- Maintain financial files and records.

#### **Account Executive at Mackt Commerce Sdn Bhd, Petaling Jaya**

May 2017 — December 2018.

- Documents financial transaction by entering account information.
- Prepare monthly closing and preparation of monthly financial statement with bank reconciliation
- Prepare payments by verifying documents and request disbursement.
- Administer account receivable and account payable.
- Assist external auditor to complete the auditing process.
- Maintain financial files and records.

## **REFERENCES**

**Mr Mathavan from SMPC Industries Sdn Bhd under Mayu Global Group Berhad**  
**(Accounts Manager)**  
**016-4156075**

**Ms Kayathri from Allied Group Property Services (penang) Sdn Bhd**  
**(Accounts Manager)**  
**014-9498873**