



NUR SALEHA BINTI MALEK REEDZWAN

Data Analyst

CONTACT ME

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Taman Austin Perdana,
Johor Bahru

EDUCATION

Bachelor's Degree

Bachelor of Accounting (Honours)

International Islamic University
Malaysia, Kuala Lumpur (UIAM)

Final CGPA : 3.032

2005 - 2009

Matriculation Programme

Economics & Management Science

Matriculation Centre International
Islamic University Malaysia,
Petaling Jaya

Final CGPA : 3.423

2004 - 2005

SPM

Sek. Men. Keb. Agama Johor Bahru

Score : 6 A's

2013

PERSONAL PARTICULARS

- DOB: 27th April 1986
- Age : 37 years old
- NRIC : 860427-29-5240
- Nationality : Malaysian

CAREER OBJECTIVE

- To work in a challenging and dynamic environment.
- To keep adding values to the organization that I represent and serve.
- To apply and upgrade my skills and knowledge.

WORK EXPERIENCE

BP Business Services Centre Asia Sdn Bhd July 2012 - May 2021
Data Analyst (Record to Report Tower, Master Data Management) (9 years)

- Vendor Master Team, Lubricants
- Vendor account creation and maintenance circa 150-200 requests monthly
- 16 countries - ANZ, CN, HK, MY, SG, ID, IN, PH, TH, TW, JP, KR, ME, PK, SA, VN, US
- In charge of MDM Vendor Generic Mailbox via Siebel system
- Allocating daily requests to 4-5 to person-in-charge
- Attending queries from business users regarding procedures for vendor set-up
- Analyzing vendors movement/status - active, inactive, duplicates
- Vendor Form maintenance, improvement and standardization across countries
- Reporting on due diligence check for vendor's business screening
- Payee control approval for vendor maintenance done by colleagues
- Knowledge transfer for back-ups and new joiners
- System access records for persons-in-charge, application and block
- Approval Route set-up in JDE (Delegation of Authority)

Data Steward (Record to Report Tower, Master Data Management)

- Vendor Master Team
 - Vendor account creation and maintenance
 - Vendors including third-parties, employees, intercompany, facilities and banks
- Item Master Team
 - Item Code Creation and Maintenance
 - Identifying products of BP according to types, packaging, plants, branches, countries, etc
- Chart of Accounts Team
 - General Ledger Account creation and maintenance

Kerry Group Business Services (Asia Pacific) Sdn Bhd Sep 2011 - Feb 2012
(6 months)

Accounts Executive (Accounts Payable, Malaysia)

- Migration from Local Finance to AP Shared Services
- Knowledge transfer and process documentation to secure a safe transfer of AP work from Finance Department abroad to the Shared Service
- Process advancement en route to Financial Shared Services practice

SKILLS

• Language

English ●●●●○
Bahasa Malaysia ●●●●●

• Microsoft Office 2010

Words ●●●●●
Excel ●●●●○
Powerpoint ●●●●○
Outlook ●●●●●

• System

Promix ●●●●●
Thin Client ●●●●○
JD Edwards ●●●●●
SAP (PRE) ●●●●○
CitiDirect
Online Banking ●●●●●
Siebel ●●●●●

OTHERS

• Salary

Current Salary RM 6,375.00
Expected Salary RM 8,000.00
(Negotiable)

• Availability

1 month notice

WORK EXPERIENCE

Kerry Ingredients (M) Sdn Bhd

Accounts Executive (Finance Department)

May 2009 - Aug 2011

(2 years 3 months)

- Acting as a specialist and first point of contact for various AP tasks relating to:
 - Validating of supplier invoices
 - Matching invoices with Purchase Orders (PO)
 - Obtaining required approvals
 - Payment processing
 - AP closing and reporting
- Maintaining high level of AP services:
 - Arranging circa 300-400 monthly payments to suppliers, government bodies, utility companies, etc. in timely manner
 - Maintaining vendors information and updating Master Data Management team for any changes and setup for new vendors
 - Reconciling outstanding amount in AP with supplier's statement of accounts
- Providing additional services to improve team performance continuously
 - Analyzing Profit & Loss account to ensure all charges are in the respective expenses accounts
 - Monitoring creditor aging report in monthly basis to clear unallocated payments and to ensure all received items are invoiced
 - Preparing monthly and yearly closings account analysis and assisting AP team leader in compiling P&L analysis and Balance Sheet Reconciliation
 - Preparing ad-hoc financial report required by various departments; i.e Payroll, Purchasing, Internal Auditors, etc.

Graduate Management Trainee (Treasury Department)

- Cash Management
 - Recording daily, weekly and monthly cashflow in every bank account
 - Ensuring enough cash to be used the business
 - Providing funds to AP, Payroll and Administration of all Kerry's branches
 - Placing fixed deposits and applying short-term loans from banks and intercompany
- Banking Report and Documentation
 - Maintaining bank accounts owned by the company
 - Applying access/block for authorizers, verifiers, payment makers, etc

INTERNSHIP

Practical Trainee

GD Express Sdn Bhd

April - July 2008

(3 months)

- Allocated to 12 departments in the company to learn the nature of work in every department
- Given the exposure to the overall business flow of a courier services company

REFERENCES

Mr. Yia Yeong Jern
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Ms. Lim Jia Jieh
Team Leader
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