

James James James

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SUMMARY

Passionate Finance Executive with 2.5 years of experience seeking to expand knowledge in Project Management. Experienced in Cost Control for projects ranging from Internal IT systems to Company Relocation costs. Worked in an Agile and Business Process Improvement environment.

WORK EXPERIENCE

James & Co James

James Tower

Finance Executive - Project Cost Management

April 2018 – April 2019(Contract)

- Major achievement: Detected and alerted both the Project and Finance Directors that one particular project was GBP 1mil above budget.
- Manages and reports the costs of 6 of the biggest projects of the company, totaling to RM109mil.
- Weekly discussions with various Directors of the company on the project's status, enquiring on projected costs based on budget, and ensuring that all costs are within budget.
- Analyzed Investment projects, pointing out inefficiencies in costs. Also responsible for processing the invoices to the correct Cost Center.
- End of the year accounts closing for project, providing provisions of 2018 costs to be paid in 2019, and reporting exact total costs to Parent company.
- Minor experience in discussing and disputing costs with Vendors, to charge at a closer amount as initially projected.

James Fried Kitchen

James Building

Accounts Associate - Receivables

May 2015 – Oct 2016

- Major achievement: Detected a RM60,000 deficit in a hotel's cash from food revenue over a month that happened due to a system bug, and after then worked together with the bank to regain the money for the company
- Played an active role in the restructuring process of the whole finance department, directly liaising to the finance manager and assistant Vice-president as one of the representatives
- Used Excel's various tools to shorten a work that took a previous worker half a day, down to one hour.

EDUCATION

ACCA

Association of Certified Chartered Accountants

2010 – 2017

- Completed 14 out of 14 required courses
- Relevant Coursework: P2(Corporate Reporting), P5(Advanced Performance Management)

CAT

Certified Accounting Technician

2010 – 2011

- Completed 9 out of 9 required courses
- Successfully completed a semester of crash accounting skills course

ADDITIONAL INFORMATION

Skills: Fluent in English, Fluent in Malay

Computer: Proficient in SAP, UBS, SunGL, Excel, PowerPoint,

Interests: Lifting, Reading, Mediation