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*Finance Executive with over 6 years of experience in financial reporting, group consolidation, budgeting, tax compliance, and audit coordination. Proficient in SAP with strong involvement in system migration and accounting process improvement. Known for being detail-oriented, organized, and capable of supporting leadership roles in finance operations.*

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## PROFESSIONAL EXPERIENCE

### **Naza Group of Companies (April 2023 – Present) – Finance Executive, Finance & Administration**

- Lead and manage day-to-day operations of the finance department, ensuring timely and accurate reporting.
- Prepare group consolidation and financial statements in accordance with internal deadlines.
- Review and analyze full set of accounts, including variance analysis and management commentaries.
- Coordinate annual budget preparation and monitor monthly forecasts and spending.
- Manage cash flow projections and oversee payment/collection schedules.
- Review payment vouchers, journal entries, staff claims, and general ledger postings.
- Oversee annual audit and tax compliance, including WHT and SST.
- Liaise with auditors, tax agents, company secretaries, and regulators.
- Supervise and guide Accounts Assistant to ensure accuracy and quality.
- Review workflows and propose process improvements.
- Played a major role in SAP to YARDI migration (Nov 2023 – Feb 2024).

### **Ivy Matrix Sdn Bhd (January 2020 – April 2023) – Accounts Executive cum HR cum Admin**

- Manage the full set of accounts using MYOB software.
- Prepared accurate and timely financial reports, including income statements, balance sheets, and cash flow statements.
- Conducted bank reconciliations and ensured accuracy of accounts payable and accounts receivable.
- Managed payroll processing system controls are properly in place.
- Collaborated with external auditors to provide necessary information and support during annual audits.
- Maintained a high level of accuracy and attention to detail while managing multiple tasks and priorities simultaneously.

### **Naza Properties Sdn Bhd (May 2018 – January 2020) – Accounts Assistant, Finance & Administration**

- Assisting with day-to-day accounting.
- Prepared weekly and monthly financial reports, including balance sheets, income statements, and cash flow statements, using SAP reporting tools.

- Coordinating with vendors and clients to resolve billing and payment issues promptly.
- Assisted with monthly and yearly closing procedures.
- Assisted with external audit processes, providing documentation and support as required.
- Do and liaison Goods and Services Tax (GST) related matters for May-June 2018 and final GST submission.

#### **Naza Transport Sdn Bhd (August 2016 – January 2017) – Internship**

- Assisting with day-to-day accounting.
- Coordinating with vendors and clients to resolve billing and payment issues promptly.

### **KEY ACHIEVEMENTS (Naza Group of Companies)**

- Successfully led the SAP to YARDI system migration, ensuring smooth transition with minimal downtime.
- Reduced month-end closing from 7 days to 5 days by streamlining SOP and report flow.
- Improved audit readiness by resolving long-standing GL reconciliation issues across subsidiaries.

### **SKILLS AND PERSONAL TRAIT**

- Proficient in SAP ERP (Finance Module) – 4+ years' experience in journal entries, reporting, and system migration. Currently upskilling in S/4HANA Finance.
- Familiar with Microsoft Office application software.
- Highly-driven, self-motivated and result oriented.
- Possess excellent verbal and written communication skills.
- Good analytical skills and meticulous.
- Extremely organized and excellent in time management.
- Able to work independently with minimum supervision and work under pressure.
- Possess theoretical knowledge and practical experience in financial reporting, and able to perform analytical reasoning and financial statements analysis.

### **CERTIFICATIONS & ONLINE COURSES**

- Executing basic ERP processes with SAP S/4HANA - Record of Achievement – SAP
- Getting Started with Microsoft Excel – Coursera
- How to Use Lookup Reference Math and Text Functions in Excel – Coursera

### **EDUCATIONAL INFORMATION**

Universiti Kuala Lumpur Business School	Bachelor In Accounting(hons.)
Kolej Matrikulasi Pahang(KMPH)	Modul Perakaunan(Pre-U)