

Date : 6th March 2026
Candidate Name : Albert Tan Wai Zhin
Address : Klang, Selangor
Age : 34 years old



Contact Number : +6017-6239351
e-mail Address : ajzhin92@yahoo.com
Current Salary : MYR 9,600.00
Expected Salary : MYR 12,500.00 (Negotiable)
Availability : 1 Month Notice

Education Background

- **Bachelor's Degree in Accountancy (In Progress)**
Management & Science University (MSU) Shah Alam, Selangor [*September 2024 to 2028*]
CGPA: **3.56**
- **Diploma in Accountancy**
Management & Science University (MSU) College 2013
CGPA: **3.94**

Summary

- Dedicated Assistant Manager and Accounts Receivable (AR) with over a decade of experience successfully leading AR teams in dynamic and high-pressure environments.
- Proficient in implementing and maintaining robust internal controls, managing B2B credit operations, and overseeing credit control and collections processes.
- Adept at driving continuous improvement initiatives to optimize AR workflows and enhance operational efficiency.
- Possesses exceptional analytical skills, enabling strategic prioritization and effective decision-making to meet tight deadlines.
- A results-oriented professional recognized for a strong work ethic, meticulous attention to detail, and the ability to perform efficiently under demanding conditions.

Training & Certification

- ✓ **“Credit Evaluations & Its Control”**
Course at Malaysian Institute of Accountants (MIA) – 2024
- ✓ **“Strategic Credit & Collection Management”**
Course at Malaysian Institute of Accountants (MIA) – 2024

Training & Certification

- ✓ **“Power Query and Get & Transform: Getting Started”**
Course at Malaysian Institute of Accountants (MIA) - 2024

Working Experience

Company Name : **Swagelok Malaysia Fluid System Technologies Sdn Bhd (Puchong, Selangor)**

Position Title : **Assistant Manager, Account Receivable**

Duration : **April 2022 to September 2025**

Reason for Leaving : **Company underwent restructuring and retrenchment exercise, which affected job security. Seeking career progression in Accounts Receivable and long-term career opportunity.**

Main Responsibilities

- Reporting to : Finance Manager - Operation.
- No. of subordinates : 5 Account Receivable Executives.
- Accounting system used : SAP Business One (B1)

Accounts Receivables Management

- Mitigate financial risks by evaluating and advising on the creditworthiness of prospective and existing customers.
- Manage AR aging and collections to ensure timely payment and minimize overdue accounts.
- Negotiate and recover overdue payments while advising on appropriate collection actions.
- Develop and implement strategies to enhance cash flow, reduce bad debts, and optimize AR processes.
- Oversee daily AR functions and prepare reports on AR status, aging, collections performance, and cash forecasting for management.

Team Leadership

- Set clear objectives for the AR team in alignment with the Finance department’s goals.
- Supervise and mentor the AR team, fostering a high-performance culture.
- Identify training needs, build team capabilities, and provide coaching to enhance performance.
- Encourage a collaborative and communicative work environment, motivating the team to achieve success.
- Recognize high performance, manage performance issues, and resolve conflicts as needed.
- Lead and support system and regulatory implementations.

Continuous Improvement & Transformation

- Lead the team in identifying and implementing continuous improvement initiatives to streamline credit control processes.
- Provide guidance on utilizing automated systems for improved efficiency.
- Ensure effective knowledge transfer and the sharing of best practices within the team.
- Maintain compliance with accounting policies, procedures, and regulatory requirements related to AR operations.
- Continuous Improvement & Projects – Business system migration (involved extensively in AR Ageing Creation, SOA), SharePoint, HubSpot, Kissflow, Power Query, RPA SOA Automation, RPA Payment Offsetting Automation, Process Improvement and Technology Utilization, as well as involvement in the e-invoicing implementation as part of the project team for data collection for AR and AP.

Customer Relations

- Act as a key contact for escalating customer inquiries and billing disputes, collaborating with sales, customer service, and finance teams to resolve issues.
- Maintain strong relationships with key customers and stakeholders to ensure high levels of satisfaction.

Company Name : **AVF Solutions (M) Sdn Bhd (Swagelok Malaysia) – Puchong, Selangor**

Position Title : **Sr. Account Executive, Account Receivables**

Duration : **April 2021 to March 2022**

Reason for Leaving : **Transferred internally to Swagelok following company downsizing at AVF.**

Main Responsibilities

- Collection Management – Connect with customers through phone calls and emails & foster a culture of business partnering by visiting customers.
- Dispute Management – Investigate & reconcile account irregularities and discrepancies and make recommendations to prevent a recurrence.
- AR Review with Sales – Conduct a monthly review meeting with the sales team to review all past due accounts, highlight customer collection challenges & establish next actions jointly with sales.
- Credit Control – Order releasing or order restriction.
- Credit Management – Carry out credit assessments on a timely basis for new & existing customers, as well as conduct quarterly/annual reviews of credit limit revisions.
- Master Data Maintenance – Yearly review customers' account & update credit facilities.
- Cash Application – Downloading bank statements and manually offsetting all unallocated items, adjustment & execute fund transfer from credit card payment.
- Reporting & Monthly Closing – AR aging, reconciliation, forecast report, O/S 150days analysis, Top 10 customers, GINI, Invoice count statistics, DSO Reports, Weekly collection reports, Credit Note Issuance reports, and others.
- Training – Mentor new starters/interns/sales and provide training on AR principles, process & policies and duties.

Company Name : **Winston Engineering Corpn Sdn Bhd (Shah Alam, Selangor)**
Position Title : **Senior Credit Control Executive & IT Support**
Duration : **February 2016 to March 2021**
Reason for Leaving : **Career advancement.**

Main Responsibilities

- Handling full spectrum of accounts receivable.
- Reconciling and monitoring aging of accounts receivable.
- Reconciling cash, cheque, credit card and prepayment payments & managing cash collection.
- Process credit applications on time and conduct an annual credit review.
- Handling high volume of customer inquiries related to payments, invoices & disputes.
- Preparing performance evaluation reports for month-end closing, weekly collection reports, & salesman commission reports.
- Prepare bank reconciliation, as well as monthly analysis & reports.
- Handle e-invoice submission through Tungsten Network Portal, Ariba Network Supplier, Colgate CAI, Coupa portal, Petronas, Ebiz Reliance Industries Limited, & other channels.
- To liaise & correspond on banking facilities such as BA, LC documentation & submission matters.
- Investigating any ad-hoc accounting issues and problems.
- Liaising with internal and external auditors.
- Assisting with GST return submission.

Company Name : **Magna Nova Sdn Bhd (Klang, Selangor)**
Position Title : **Account Receivable Executive**
Duration : **January 2015 to February 2016**
Reason for Leaving : **Company relocated operations from Bukit Tinggi to Pulau Indah, which created a location constraint.**

Main Responsibilities

- Handling full set of AR & perform month-end closing in timely manner.
- Prepare bank reconciliation & monitor daily bank balances.
- Prepare monthly management reports & other accounts related matters.
- Reconciling bank statements, debtors' statements, monitoring of accounts receivables.
- Assist in audit and tax preparation.
- Maintain strong relationships with all clients to ensure invoices are clear for payment.
- Maintain proper documentation & filing to support all accounting entries.
- Manage the timely & effective collection of all debts and payments.
- Handling day-to-day accounting operations.
- Resolve all internal and external issues related to outstanding invoices.
- Negotiate repayment plans when necessary.
- Liaising with internal and external auditors.

Company Name : Kudrat Maritime Malaysia Sdn Bhd (Klang, Selangor)
Position Title : Junior Account Executive – Account Receivable
Duration : March 2013 to January 2015
Reason for Leaving : Wider exposure.

Main Responsibilities

- Maintains account receivables documentation, including bank reconciliations and financial reports.
- Maintain strong relationships with all clients to ensure invoices are clear for payment.
- Manage the timely and effective collection of all debts and payments.
- Negotiate repayment plans when necessary.
- Prepared for and assisted with external financial audits.
- Resolve all issues raised internally and externally around outstanding invoices.
- Assisted with general accounting and month-end closing for AR department.
- Prepare monthly accrual accounting and reversal.
- Completed day-to-day AR duties such as invoicing, researching discrepancies, and performed administrative duties to support AR Manager.
- Set up new customer account information and entered date into the central database.

Continuous Improvement (CI) Awards & Achievements

AVF Solutions (M) Sdn Bhd - Payment Offsetting Automation (2024)

- Automated the previous manual process, allowing for faster turnaround times and greater human productivity by speeding up payment posting in the system, lowering time consumption, increasing cost efficiency, eliminating human mistakes to ensure compliance, transparency, and accountability.

AVF Solutions (M) Sdn Bhd - A Total Solutions Partner (TSP) Champion (2023)

- Aims to mobilize the entire company to move together with a clear TSP mindset and behavior to create meaningful value for the company. It also purposes to build a culture of collaboration among diverse teams towards delivering excellent customer experience.

AVF Solutions (M) Sdn Bhd - Paperless Credit Application Form (CAF) via Kissflow (2022)

- Promoting paperless as a low-effort, environmentally friendly alternative.
- Allows for easy tracking of application statuses.
- Allows business approval to make decisions using the authority matrix as a guide.
- Removes manual email in favor of email automation.

AVF Solutions (M) Sdn Bhd - Conversion of customers payment in USD (2021)

- To convert payment collection in USD instead of MYR especially for USD transaction.
- Managing currency risk due to MYR instability. Hence, minimizing book exchange gain/loss.
- Ensuring sufficient USD funds in company's bank account to speed up suppliers' payment processing due to same USD currency transaction.
- Improving company cash flow

Awards and Accomplishments – College

- President List's Award at 5th Semester – GPA 4.00
- President List's Award at 4th Semester – GPA 3.92
- President List's Award at 3rd Semester – GPA 4.00
- President List's Award at 2nd Semester – GPA 3.89
- President List's Award at 1st Semester – GPA 3.92
- Accounting Best Student's Award SPM 2009
- Basic Economic Best Student's Award SPM 2009
- Science Best Student's Award SPM 2009
- LCCI Level 2 Certificate – Pass with Distinction

Awards and Accomplishments – College

- Dean List's Award at 3rd Semester – GPA 3.59
- Dean List's Award at 4th Semester – GPA 3.50

Skills Set

- Account Receivable & Credit Control.
- Optimist, Self-control Openness, Persistent, Reliable, Adaptable, Resilience.
- Ambitious, Curious, Adventure, Independent, Conscientiousness, Self-Motivated,
- Comprehensive knowledge of intermediate Excel functions, Microsoft Office, Power BI, Power Query, SCALA, SAP Business One/B1, Kissflow.
- Account Reconciliation, Crystal Reports, Financial Reporting, Debt Collection, Cash Application, Credit Risk Management, Financial Analysis, Billing Process, Customer Service Management, Experian Report Analysis, Adobe Photoshop CS6, SQL System, UBS Accounting Software, BMS System
- Analytical skills, Detail-oriented, Teamwork, Leadership, Communication, Time management, Critical thinking skills

Language

Spoken & Written : Mandarin, English, and Bahasa Malaysia