

# Lewis Marshall

FINANCE EXECUTIVE

✉ weiyen1125@gmail.com

☎ +60174236908

📍 SIMPANG AMPAT, PENANG

## PROFILE

Finance executive with 6+ years of experience in account payable. A passionate person that always excited to learn new things and challenges. Meanwhile, able to work independently and also play an excellent team player in a fast pace environment. Looking to leverage accounting expertise and experience into career to fulfilling organizational goals.

## OBJECTIVE

To succeed in an environment of growth and excellent and earn a job which provide me job satisfaction and self-development and help me achieve personal as well as organization goals.

## SKILL EXPERTISE

- Oracle Database
- SAP
- Microsoft Dynamics Axapta System
- Microsoft Office (Excel, Power Point, Word)

## EDUCATION

### Bachelor's Degree in Finance

**New York Institute of Technology** Jul 2009 - Dec 2013

Grade: CGPA 3.33/4

## WORKING EXPERIENCE

### Indirect Tax Senior Analyst, Accounting

**Dell Global Business Center** Jun 2018 - Present

- Liase and provide tax accounting supports to APJ Countries (Mainly: Korea, Japan, Thailand)
- Perform accounting closing with manual journal entries and reconciliations for VAT and SNP RBNI accounts in compliance with accounting policy
- Perform quarterly CFR flux analysis for both VAT and SNP REBNI account when applicable
- Work close with business partners to drive recon clearance and keep track of all aging.
- Drive process improvement/standardization across the entities
- Assist in PwC audit of VAT & SNP RBNI accounting and VAT filing
- Support new business initiatives for the entities in the areas under care
- Other tasks as assign by manager

### Account Payable Team Lead, Payment Team

**Airasia Global Shared Service** May 2017 - May 2018

- Lead, motivate and develop members of a transaction team within the wider process team and ensure the team operation to the highest standards of financial control, compliance and best practice
- Ensure quality and accurate delivery of Procure to Pay (P2P) services within agreed key performance indicators (KPIs) and as defined in the SOPs of the respective business sub-process.

- Prepare payment schedule with business partners and review payment plan before payment release to vendors.
- Ensuring timely and accurate payment to the vendors.
- Take lead in issue resolution on operational matters
- Monitor team performance and report on metrics.
- Responsible on vendor and bank reconciliation and payment summary report.
- Ensure all nominated general ledgers are reconciled and reported within reporting guidelines during month end
- Involve in data cleansing activity due to migration data.
- Identify and implement process improvement based on best practice of share services.
- Assist in month end closing
- Responsible for Withholding tax accounting and liaise with tax consultant before prepare payment.
- Handle audit queries related to account payable activities.
- Other ad-hoc tasks assigned by managements.

### Account Executive, Account Payable

Deutsche Telekom Nov 2012 - Apr 2017

- Processing full cycle accounts payable
- Monitor creditors aging to ensure that the payments are made in accordance to the credit terms.
- Allocating and writing monthly & quarterly reports based on the financial conditions.
- Handled vendor maintenance, which included new setups and update the vendor master file.
- Submitted various journal entries for account reconciliations and AP re-classes.
- Assisted in quarter and year end closing.
- Monitor and reconciliation for project include retention money and bank guarantee.
- Correspond with vendors and respond to inquiries.
- Managed all Generic Invoice Reporting, Error and Exception Reports, Adjustments, Accruals Reports
- Conducted research and internal review of accounts payable-related issues; resolved vendor disputes with minimum escalation to management.
- Assisted in preparation and documentation for end of year audits and ad hoc matter.

## PERSONAL SKILLS

---

Analytic

Teamwork

Problem Solving

Time Management

Critical Thinking

## LANGUAGES

---

English

French

Mandarin

German

## PERSONAL PARTICULAR

---

Age: 30

Date of Birth: 25.10.1990

Nationality: United States

Place of Birth: New York

Marital Status: Married

Willing to travel: Yes

Employment Availability: Immediate after notice period of 2 months