

# ALWIN OH JIN NENG

## PROFESSIONAL EXPERIENCE



### PERSONAL STATEMENT

Highly responsible and proactive professional with a strong track record of improving operating procedures and successfully handling diverse challenges across multiple departments. Seeking to leverage my expertise and passion for research to contribute effectively within a business environment. Committed to continuous learning and professional growth, with a strong dedication to producing high-quality, impactful work. Completed my studies in October 2024, with convocation expected in March 2025.

### EDUCATION

**University Tunku Abdul Rahman**  
Bachelor's Degree of Economics  
(Financial Economics) | May 2018

**University Tunku Abdul Rahman**  
Master of Philosophy (Business and  
finance) | May 2021 - Oct 2024

### DETAILS

**Nationality:** Malaysian

**DOB:** 27 Sep 1996

#### University Tunku Abdul Rahman (UTAR)

**Research Scholar Scheme (Student)** May'2021 - Apr'2023

- **Research Assistance**
  - Conducted literature reviews
  - Assisted in data collection
  - Conducted interviews and facilitated focus group discussions.
  - Recorded data through verbatim or standard transcription.
  - Performed data analysis using NVivo software
  - Made amendments to manuscripts

#### Accenture/Aspiro

**Experienced Analyst (Wave5- Headquarters)** May'2020 - Feb'2021

- **Remote Knowledge Transfer**
  - Set up software and organised meetings with clients
  - Conducted knowledge transfer via Polycom on payment, invoice, OTC, and T&E
  - Wrote user guides for each part of the accounts
- **Reverse Knowledge Transfer**
  - Presented the UG and taught coworkers the processing
  - Cross-checked posted documents
- **System Readiness Testing Phase**
  - Conducted part of the volume from the client (payment, invoice, and T&E)
  - Identified unusual cases and updated the UG
  - Reported on the daily received and completed volume
  - Conducted cross-checking with coworkers (OTC)
- **Process Improvement and Standardisation**
  - Discussed with clients and the spoke team to look for better business flow
  - Reorganised the PIC and flowchart from the system
  - Discussed the rules and flowchart with IT for automation
- **Go live/ Daily Processing**
  - Processed daily tickets
  - Handled ad hoc tasks: Contacted clients who submitted incorrect or incomplete documents
  - Conducted cross-checking
- **Key Achievement:**
  - Successfully went live, achieving a better business flow standardised with other mills
  - Achieved zero error rate and timeliness after go live

**Experienced Analyst (Payment: Wave2- Ningbo pulp and paper)** Oct'2019 - Apr'2020

- **Conducted System Migration SAP A+**
  - Went to China to discuss new SAP process flow (finance, payment and invoice)
  - Guide China accountant on new SAP system
  - Cross check the old SAP system with the new SAP system
  - Redo those special case that unsuccessful migrate

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## Language Competency

English  
Cantonese  
Mandarin  
Bahasa Malaysia

## Skills

Microsoft Office Suite (Excel, PowerPoint, Word, Teams), SAP, Polycom, NVivo, EViews, SmartPLS, Powtoon, Pencil2D, Power BI

- **Knowledge Transfer**
  - Wrote new UG on the new SAP system
  - Presented the UG and taught coworkers the processing
- **Daily Processing**
  - Processed daily tickets
  - Handled ad hoc tasks: Contacted finance to ensure receive correct documents
  - Conduct CAPEX report on each month end
  - Conducted cross-checking with other mills
- **Urgent Coverage on Wave 1 - JingDong**
  - Covered all payment proposals for JingDong Pulp and conducted meetings to standardise procedures across all smaller mills in JingDong
  - Updated new payment proposals for JingDong mills
- **Key Achievement:**
  - Successfully migrated to the new SAP system
  - Self- initiative on process improvement. Wrote VBA to auto generate CAPEX report on each month end.

### Associate Analyst (Invoice: Wave3- Guangxi Plantation)

Mar'2019 - Sep' 2019

- **System Readiness Testing Phase**
  - Assisted in updating unusual cases not covered in the UG
  - Logged differences in T&E policy compared to other mills
  - Handle ad hoc and backlog
  - Wrote UG on PO contract
  - Reported on the daily received and completed volume
- **Go live/ Daily Processing**
  - Processed daily tickets - PO, NPO, T&E
  - Handled ad hoc tasks: Contacted clients who submitted incorrect or incomplete documents
  - Conducted cross-checking
- **Key Achievement:**
  - Updated the vetting criteria for PO contracts
  - Highlighted differences in T&E policy and moved towards standardisation.

### Associate Analyst (Payment: Wave2- Ningbo pulp and paper)

Sep'2018 - Feb' 2019

- **Daily Processing**
  - Invoice checking, T&E checking, batch payment clearing, and advance payments
  - Wrote VBA scripts to extract monthly reports including CAPEX reports, invoice issue logs, and format standardisation for each invoice file
- **Key Achievement:**
  - Self- initiative on process improvement. Wrote VBA to auto generate reports.

### Tokio Marine Life Insurance Malaysia

**Internship (Finance department)** Sep'2017 - Dec' 2017

- Financial data entry

- Advance premium data reconciliation
- FPX reconciliation
- **Key Achievement:**
  - Exposed to automation and VBA concepts
  - Amended all errors in advance premium data caused by the side effects of the system migration