



# Tengku Mathilda

Al barsha

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## Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

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## Experience

- Nuran Marina Serviced Residences LLC , Dubai , UAE** Aug 2014 - Jan 2025  
Finance Executive - Income Auditor & Accounts Receivable  
**Income Audit Job :**
  1. Ensure that the credit card transactions balance with the micros & Opera systems and prepare the credit card summary
  2. Implement financial control procedures and systems
  3. Check Micros & Opera reports for accuracy and unusual transactions
  4. Ensure all rates and rate codes are documented, approved and loaded in the PMS and Reservations systems
  5. Post room & tax, Opera backup, file maintenance and the close of day
  6. Ensure the CFS report is balanced with Opera
  7. Approves Group package breakdown/ verifies Opera postings are accurate
  8. Ensure all SAP ARA postings are in line with what is on Opera on a daily basis
  9. Check Function sheets against what was charged on Opera on a daily basis
  10. Stay up to date with evolving regulatory and market events relating to the Fixed Income businesses  
**Accounts Receivable Job :**
  1. Tracking incoming payments
  2. Recording and reconciling all incoming financial transactions received
  3. Issuing invoices and receipts to clients for money received
  4. Resolving outstanding payments and sending collection statements
  5. Updating account information and records of clients
  6. Assisting with audits and checking for discrepancies in financial accounts
  7. Ensuring that financial records meet with company standards
  8. Compiling financial reports
- Arabian Ranches Golf Club LLC, Dubai, UAE** Aug 2012 - July 2014  
Finance Executive - Accounts Receivable
  1. Ensure that invoices are prepared and sent to customers in a timely and accurate manner, based on sales orders & contracts.

2. Monitor customer accounts to ensure that payments are correctly applied and received in a timely fashion.
3. Utilize various communication channels, such as phone calls, emails, and letters, to follow up with customers and collect outstanding payments.
4. Investigate and resolve any payment discrepancies or disputes in a professional and timely manner.
5. Work closely with the sales team and other internal stakeholders to address customer concerns and ensure that issues are resolved promptly.
6. Keep accurate records of customer interactions and transaction details within the accounting system.
7. Distribute monthly statements to customers to keep them informed of their outstanding balances.
8. Generate financial reports related to accounts receivable, including aging reports, cash collections, and bad debt analysis.
9. Collaborate with the credit department to assess the creditworthiness of new and existing customers and establish appropriate credit limits.
10. Assist with month-end and year-end closing activities by preparing reconciliations and reports for management.

- **Rotana, Abu Dhabi, UAE**

Accounts Payable

Jan 2011 - July 2012

1. Entering invoices into the accounts payable system
2. Processing of payments and financial transactions to suppliers and obtaining goods and services from suppliers promptly
3. Liaising with finance officers and suppliers concerning stock management, financial records and accounts
4. Checking and verifying expense reports and querying invoice items from internal and external business finance officers
5. Reconciling invoices
6. Filing and maintaining supplier records
7. Preparing cheques for payment

- **Holiday Villa Hotel and Residences, Doha, Qatar**

Accounts Payable

Oct 2008 - Oct 2010

1. Review invoices and expense reports
2. Routing the invoice for approval
3. Coding invoices
4. Processing invoices
5. Paying vendors and suppliers
6. Filing invoices
7. Reconcile accounts
8. Creating financial reports
9. Managing supplier & vendor relationships

- **Surya Technology Sdn Bhd, Kuala Lumpur, Malaysia**

Jan 2007 - Sep 2008

Accounts Payable

1. Invoice processing for accuracy and proper approvals
2. Matching invoices to purchase orders
3. Ensuring payment of bills as negotiated by their due dates
4. Entering transactions to maintain accurate revenue reports
5. Performing bank&credit card reconciliations
6. Assisting with the setup of new suppliers
7. Generating monthly, quarterly, or annual statements
8. Assisting the accounting team with other duties

- **PT. Millelia Interximindo, Jakarta, Indonesia**

Apr 2006 - Dec 2007

Accounts Payable

1. Process and review all incoming invoices to ensure accuracy, completeness, and compliance with company policies.
2. Verify vendor account details and reconcile discrepancies.
3. Enter and post invoices into the accounts payable system.
4. Prepare and issue payments to vendors through various methods
5. Maintain accurate and up-to-date records of all payables transactions.
6. Review and ensure proper documentation for payments, ensuring all approvals are obtained before processing.
7. Assist with month-end and year-end closing processes, ensuring all invoices are recorded and paid on time.
8. Respond to vendor inquiries and resolve issues regarding payments, discrepancies, or account balances.
9. Maintain and update vendor files and contract information.
10. Assist with audits by providing necessary documentation

- **DY Power Systems Sdn Bhd, Kuala Lumpur, Malaysia**

Mar 2003 - Mar 2006

Accounts Receivable

1. Generate invoices
2. Research and resolve payment discrepancy
3. Issuing invoices
4. Collect the payment from customer
5. Recording payment via cash , credit card, cheque or bank transfer
6. Updating customer accounts and records
7. Verifying and posting receipts

- **PT. Nusantara Surya Sakti, Jakarta, Indonesia**

Jan 2002 - Feb 2003

Accounts Receivable

1. Record and maintain accurate receivables transactions and balances.
2. Prepare and issue invoices to customers in a timely manner.
3. Monitor and follow up on outstanding customer balances.

4. Reconcile receivable accounts and resolve discrepancies.
5. Process customer payments & apply them to the appropriate accounts.
6. Prepare aging reports and analyze accounts receivable data.
7. Communicate with customers regarding billing inquiries and payment arrangements.
8. Assist in month-end closing procedures related to accounts receivable.
9. Collaborate with other departments to resolve customer billing issues.

## Education

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- Sekolah Tinggi Ilmu Ekonomi Indonesia  
Bachelor Degree  
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## Skills

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- Accounting software, general ledger functions, accuracy & attention to details, analytical skills, time management, communication skills, adaptability, organizational skills, problem solving, numerical aptitude, teamwork,