

NARMATHA MUTUSAMY

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Introduction:

I carry with me 11 years of working experience ranging from financial planning, business analysis, content management, project management and education line. Currently playing an innovative finance expert role providing robust background employing critical thinking and analysis to achieve success among talented team of professionals. I also carry with me the expertise in compiling and reviewing various types of data to support market analysis and strategic planning. Knowledgeable in organizational management, operations, research and sales strategies, and managing internal accounting and auditing processes. I offer strong interpersonal skills to develop global customer solutions with thought leadership and integrity, excellent interpersonal, oral and written communication and presentation skills, functioning well both independently and collaboratively.

Highlights

Financial Analysis and Planning	HQ Operation Process
Corporate Tax Computation and monitoring	Data management system
Data integration	System automation
Quality control	System development
Content writing	SDLC using waterfall and agile
Scope and project definition	Business process improvement
Project and demand management processes	UAT testing
Business delivery matrix	Requirements gathering
Customer discovery and innovation	Business and requirements analysis
User stories drafting	Vendor management

Experience

Head – Finance and Compliance

Aventra Group Sdn Bhd

September 2023 – Current

- Financial Planning and Analysis
- Financial Reporting
- Treasury Management and financial operations
- Transfer pricing, tax planning and compliance
- Budgeting and financial forecasting
- Carrying on with legal management role as well

Manager - Legal and Contract Management
Aventra Group Sdn Bhd
June 2023 – September 2023

- Preparing MSAs between group companies
- Writing group companies' policies
- Monitoring transfer-pricing for group transaction
- Overseeing new tendering processes

Operational Manager – HQ
Trip Guard Sdn Bhd
January 2019 – May 2023

- Responsible in forming operating headquarters.
- Created divisional departments.
- Centralised project Administration, Finance and HR processes at HQ level
- Main duties by department:
 1. Finance
 - Cash flow management and project expenses planning
 - Budgeting and corporate tax planning & monitoring
 - Year end account closing and tax resolution and CP204 monitoring
 - Person in charge for audit including consolidation of 2 foreign subsidiaries
 2. Accounts
 - Executed core financial processes, including vendor setup and payment, operational expenses, administration of bank accounts and account reconciliations.
 - Developed forecasting tools to analyse revenue variance, business pipeline and industry trends. (QuickBooks and SQL)
 - Performed spending analysis and partnership to refine policies and develop recommendations for improvement.
 - Developed budgets and strategic plans for day-to-day operations.
 - Mitigated process gaps and managed all operational functions, including account openings, trades, documentation, regulatory compliance, and marketing collateral.
 - Audited, balanced, and reconciled payroll for more than 180 personnel.
 - Prepared budgets, cash flow projections, cost analysis and monthly, quarterly and annual reports.
 3. Project
 - Identified plans and resources required to meet project goals and objectives by setting realistic timelines and checkpoints.
 - Developed and initiated projects, including managing costs, schedule and performance.
 - Developed implementation of methodologies to rein in project costs while meeting key milestone.
 - Updated operational methods, oversaw accounting procedures, tracked information and compiled data to improve efficiency.

4. Commercial

- Boosted marketing, reviewed pricing strategies and expanded distribution channels to increase sales revenue.
- Revamped company website to suit today's corporate profile
- Managed accounts to retain existing relationships and grow share of business.
- Managed revenue models, process flows, operations support and customer engagement strategies.
- Maintained up-to-date knowledge of competitor products and pricing in market.

5. Administrative

- Kept physical files and digitised records organised for easy updating and retrieved by authorised team members.
- Integrated logistic system into company processes to improve operations and manage work orders and price changes.
- Delivered clerical support by handling wide range of routine and special requirements.
- Conduct and observe the operation processes as to compliant to ISO standards.

6. HR

- Hired, managed, developed and trained staff, established and monitored goals, conducted performance reviews and administered salaries for staffs.
- Structured compensation and benefits according to market conditions and budget demands.
- Implemented new-hire program by incorporating training initiatives while resolving problems and processing related documents.

Legal Editor, Primary Law SEA

Lexis Nexis Sdn Bhd

July 2015 – November 2018

- Content Editor for MLJ (Malaysia's leading case law reference)
- Product owner for Mallal's Digest (provide judgment summary as per subject matter): Manages content writing, proofreading, prepare project schedule and product delivery matrix
- Data integration and currency and quality control. Liaise with court on quality of judgment and acquire latest judgments from court.
- Deliver concept brief and roadmap for product enhancement
- Management of product budget and actual cost reporting
- Part of Customer Discovery and Innovative Team to figure out customer need by interviewing customers, shadowing them at customer site to come up with better features and new products.
- Lead business analysis for project: CDI, scoping, sizing and prepare business case for new product expansion (CAMY, Mallal's Digest, Philippine Case Law, Singapore Legislation)
- Write user-stories and UAT requirements for stakeholders
- Project management

1. CAMY Quality Control: December 2015 – March 2016

- Did complete online quality review of the product.
- Prepared comprehensive issue report

- Scoped effort, cost and timeline to fix issues
 - Prepared and presented project plan
 - Managed freelance editor
 - Tracked project progress by writing implementation plan, status report and minutes of weekly meeting
 - Prepared project closure and maintenance plan
2. Philippine Case Law Project Scoping: February – March 2016
 - Analyse CDI report and listed customer requirement
 - Tracked and identified source of product content
 - Analyse format and effort required to convert source content to envisioned product
 - Prepared business analysis report
 3. Mallal's Digest Article Supplement: July – September 2016 (Product owner)
 - Ideated brand-new product; prepared and presented project plan and budgeting to business
 - Compiled source content; edit and proofread; did content writing; and handed all send to print procedures
 - This was an unscheduled product and it delivered 55K USD (66% margin) in Q3 2016
 4. Singapore Legislation Project Scoping: April – June 2016
 - Analyse CDI report and listed customer requirement
 - Tracked and identified source of product content
 - Analyse format and effort required to convert source content to envisioned product
 - Prepared and presented project plan
 5. MLJ Sentencing: October – December 2016 (Operational Lead)
 - Developed operational plan document which describes strategic work plan, recovery procedures and ways of achieving delivery date.
 - Managed freelance editors and proofread content
 - Prepared delivery matrix, costing and marketing brochures
 6. Singapore Legislation: March – November 2017 (Operational Lead)
 - This was a new legislative product introduction with development of whole content set on a new platform and development of an automation tool to execute day-to-day maintenance
 - Reviewed project plan and developed operational plan
 - Wrote user-stories and UAT requirements
 - Worked with three different development team (content engineering, software engineering and application team)
 - Vendor management: provide training, feedback and schedule delivery for off-shore team on quality control
 - Prepare weekly status report for stakeholders
 - Delivery of end-to-end product including content, application system, and automation tool
 - UAT in charge for ECJ (Ed-Central Java)
 - Prepared training material and provided training for business continuity
 - Prepared project closure and maintenance plan
 7. Mallal's to ECJ Project: January – February 2018
 - Analyse risk of old system and prepared proposal for migration

- Did reports for gap analysis between new and old system and new application design requirements
 - Created xml mock-up data and test files with multiple scenarios for validation purposes
 - Scoped effort, cost and timeline for migration
 - Prepared and presented project plan
8. Lexis Advance Migration: March 2018 – November 2018
- Team lead for legislative content migration
 - In charge for migrated content QA and issue reporting

Program Coordinator cum lecturer (A-Levels and Law Department)

Nirwana Education Group

January 2015 – July 2015

- Lecturing (Law of Contract, Law of Tort, Public Law, Commercial Law, Company Law, Business Law)
- Prepared teaching materials, notes and tutorial handouts and internal exam papers
- Manage and coordinate Cambridge and internal exams
- Work closely with other departments such as Exam and Marketing departments
- Handle MQA/Malaysia Qualifications Registry for Law and A-level Department
- Coordinate general documentation work
- Prepare class and individual lecturers' timetable and monitor performance of lecturers
- Involved in general marketing role such as visit schools on open day and counselling students during education fair

Conveyancing Associate

Rimbun Capital Sdn Bhd

June 2014 – December 2014

- Verification of ownership
- Liaising with external counsel for updates and work in progress
- Preparing Sales and Purchaser Agreement
- Involved in general administrative role such as:
- General typing and filing
- Organising meetings with public authorities
- Gathering and updating monthly report
- Maintaining legal reference library records

Skills:

Internal Audit

Financial Analysis and Planning

MS Visio, MS Project, MS Office

XML, HTML, SGML, CSS, Editplus, Framemaker

Adobe Acrobat Pro, PDF editor

UAT cycle (User Acceptance Test)

Business Development

Project Scheduling

Content management system migration

Product design

Demand management

Process improvement

MVP test (minimum viable product test)	Operational analysis
Content Quality control	Impact analysis
Web application	Project planning
Vendor management	Training
Project management	Business analysis

Education:

January 2024	: In Progress - Doctor of Business Administration (Open University Malaysia)
November 2023	: In Progress - PMP Certification
May 2019 – March 2023	: Master of Project Management (Open University Malaysia)
March 2016 – Nov 2017	: Masters in Occupational Safety and Health (External Programme, University of Newcastle (UNC, USA))(Asia Institute of Professionals, Malaysia)
Sept 2011 – June 2014	: Bachelor of Law (External Programme, University of London) Brickfields Asia College (BAC) Brickfields, Kuala Lumpur
Jan 2010 – June 2011	: A-levels (International Examination, University of Cambridge) Brickfields Asia College (BAC) Brickfields, Kuala Lumpur

Other Qualification:

Feb 2021	: Training Management For Business (NIOSH)
Nov 2018	: Occupational Safety and Health Officer (NIOSH)
Dec 2017	: Train The Trainer (National Institute of Occupational Health and Safety, Malaysia (NIOSH))
Dec 2017	: Practical Project Management workshop: How to create a really great project plan (LexisNexis Malaysia Sdn Bhd)
April 2017	: IASSC Certificate of Lean Six Sigma Yellow Belt (LexisNexis Malaysia Sdn Bhd)
Nov 2012	: Diploma in International Arbitration (Brickfields Asia College (BAC))
Aug 2009	: Certificate in AutoCad (Introduction) (Organized by Kolej Komuniti Hulu Selangor)

Language Proficiency:

Oral : Well versed in English, Mandarin, Malay and Tamil
Written : Excellent in English and Malay

Reference: Will be provided upon request