



Ooi Kean Seng

Lecturer cum Head of Program, School of
Business Inti International College Penang

12 years of total experience, 35 years old

Contact

Gender

Male

Email

ooi_keanseng@yahoo.com.my

Address

Bayan Lepas, Penang Malaysia

Education

2023

Postgraduate Diplomain Education | Malaysia

UNITAR International University

Major: Education
CGPA: 3.87

2020

Association of Chartered Certified Accountants (ACCA)

Major: Accounting
Completed and passed all Professional Papers

2018

Master of Business Administration | Malaysia

UNITAR International University

Major: Finance
CGPA: 3.88

2010

Bachelor of Science in Business | United States

BENEDICTINE COLLEGE

Major: Business Administration
CGPA: 3.073

Experience

Aug 2024 – Present

Lecturer cum Head of Programme

Inti International College Penang | Penang, Malaysia

Education Lecturer | Position Level: Executive

Teach and supervise both Diploma and Degree students, in the areas of Finance and Accounting. Currently teaching these subjects:

- 1) Accounting Principles
- 2) Accounting for Managers
- 3) Financial Management
- 4) Corporate Financial Strategy
- 5) Taxation
- 6) Professional Development
- 7) Enhancing Employability

Develop, review and update all learning materials in compliance with the syllabus and curriculum.

Participate in the development, administration, marking and moderation of exams and other assessments.

Provide pastoral care and counseling for students.

Involve in campus activities such as Open Day, Progression Fair, etc when required.

Overall responsibility for University of Hertfordshire degree programmes offered at Inti College Penang in terms of student progression, committee representation, processes and procedures, staffing matters and other interrelated matters within the campus.

Aug 2021 – July 2024

(3 years)

Lecturer

Distd College Penang | Penang Malaysia

Industry	Education
Specialization Role	Lecturer
Position Level	Executive

Strengths:

- Leadership charisma
- Dynamic team player
- Sense of responsibility
- Highly inquisitive
- Creative and resourceful
- Excellent skills in communication
- Dedicated and committed
- Hardworking and reliable person

Skillsets

Advance:

Diploma in TESOL (The TESOL Training Centre, Singapore) Cambridge Teaching Knowledge Test (TKT)

Intermediate:

Microsoft Office Word, Microsoft Excel, Microsoft PowerPoint, Cambridge Teaching Knowledge Test

Basic:

SAP Business Process Integration

Language

Language	Spoken	Written
Chinese (Primary)	8	8
Bahasa Malaysia	8	8
English	8	8

Jobstreet English Language Assessment (JELA)

Date Taken	13 Jan 2011
Score	36/40

Experience

Teach and supervise both Diploma and Degree students, in the areas of Finance and Accounting. Currently teach these subjects:

- 1) Financial Strategy
- 2) Using Data for Financial Decision Making
- 3) Financial Management
- 4) Investment and Banking
- 5) Financial Accounting
- 6) Management Accounting
- 7) Business Finance
- 8) Taxation

Develop, review and update all learning materials in compliance with the syllabus and curriculum.

Participate in the development, administration, marking and moderation of exams and other assessments.

Provide pastoral care and counseling for students.

Involve in campus activities such as Open Day, Progression Fair, etc when required.

Jun 2019 – July 2021

(2 years 2 months)

Lecturer cum Head of Programme

Inti International College Penang | Penang, Malaysia

Education Lecturer | Position Level: Executive |

Teach and supervise both Diploma and Degree students, in the areas of Finance and Accounting. Currently teaching these subjects:

- | | |
|------------------------------|----------------------------------|
| 1) Corporate Finance | 5) Financial Accounting |
| 2) Strategic Cost Management | 6) Accounting in Practice |
| 3) Financial Management | 7) Financial Skills for Managers |
| 4) Business Accounting | 8) International Business |

Develop, review and update all learning materials in compliance with the syllabus and curriculum.

Participate in the development, administration and marking of exams and other assessments.

Provide pastoral care and counseling for students.

Involve in campus activities such as GBS Boot Camp, Progression Fair, Employer Projects, etc when required.

Overall responsibility for University of Hertfordshire degree programmes offered at Inti College Penang in terms of student progression, committee representation, processes and procedures, staffing matters and other interrelated matters within the campus

Experience

○ Aug 2018 – May 2019

(10 months)

Accounting Advisor

Dell Global Business Center Sdn Bhd | Penang, Malaysia

Industry	Manufacturing / Production
Specialization	Finance - General/Cost Accounting
Role Position	Financial Accounting & Reporting
Level Monthly	Senior Executive

This position supports the global controls and governance process for hardware and software SKUs, with an emphasis on the Software & Peripherals (S&P) business.

Specific tasks include:

- SKU Attribution Audits – perform and audit of hardware and software SKU attribution on a quarterly basis for all three regions (AMER, EMEA, and APJ). Liaise with the S&P Accounting team on the results and work with the S&P attribution teams for each region to ensure corrections are made to SKU attributes, and make any necessary amendments to the business rules.
- Monarch Product Hierarchy – manage and maintain the product hierarchy for S&P based on inputs received from the business and accounting. Manage the semi-annual hierarchy update process and work with business partners in operations and IT in ensuring updates are properly applied. Manage the governance process for day-to-day changes to the product offering codes for S&P SKUs. Liaise with the teams in SKU Operations, Product Marketing, Sales Compensation and Finance in validating the propriety of SKU updates.
- Internal Controls – Serve as key liaison between Base/S&P SKU attribution and GAT/PWC/Assurances teams. Ensure compliance with internal controls guidelines; maintain relevant documentation.
- Maintain the business rules for S&P SKU attribution updates, and work with the Accounting teams in obtaining and understanding changes to the business rules. Partner with the IT organization in ensuring updates are properly applied in the systems. Active participant in projects supporting process improvements and IT enhancements.

○ Nov 2017 - May 2018

(7 months)

Finance Lecturer (Part Time)

Tunku Abdul Rahman University College (TARUC) | Penang, Malaysia

Industry	Education
Specialization	Education
Role Position	Lecturer
Level Monthly	Senior Executive

Taught Finance subjects for both Diploma and Degree level students.

Below are subjects I cover:

International Trade Finance
Principles of Finance
Risk Management
Personal Financial Planning

Experience

○ Jun 2016 - Sep 2017

(1 year 4 months)

Senior Cost Accountant

Motorola Solutions Malaysia Sdn Bhd | Penang, Malaysia

Industry	Manufacturing / Production
Specialization	Finance - General/Cost Accounting
Role Position	Management/Cost Accounting/Business Analyst
Level	Senior Executive

- To review project inventory related transactions are properly accounted in General Ledger and perform necessary adjustments via manual journal entries
- To perform monthly account reconciliation for inventory accounts and clearing accounts under my responsibility
- To prepare and analyze Excess and Obsolescence (E&O) reserve for quarterly review
- To perform cost update in Order Management system.
- In-charge of quarterly cost reformulation (Process lead)
- Support audit requests (SOX, KPMG, etc)
- To assist in supply chain inventory reporting, variance and cost analysis and perform necessary adjustments via manual journal entries

○ Dec 2015 - Jun 2016

(7 months)

Costing Executive

QDOS Flexcircuits Sdn.Bhd. | Penang, Malaysia

Industry	Manufacturing/ Production
Specialization	Finance - General/Cost Accounting
Role Position	Management/Cost Accounting/Business Analyst
Level	Junior Executive

- Standard cost computation and review for finished goods, semi-finished goods and raw materials
- Conduct various analysis and reporting including purchase price variance, sales price variance, production variance.
- Scrap and salvage cost analysis
- In-charge of quarterly stock take preparation and coordination
- End Production Work Order

Oct 2012 - Dec 2014

(2 years 3 months)

Credit Operations Executive

AmBank (M) Berhad | Kuala Lumpur, Malaysia

Industry	Banking / Financial Services
Specialization	Banking/Financial Services
Role Position	Credit Management
Level	Junior Executive

- Timely preparation of BNM and Internal Management Reports to deadlines (Restructured and Rescheduled/ R&R, Impaired loan reporting, etc).
- Liaise with Wholesale Banking to obtain information which are not available/ updated in system, particularly with regards to Trade/Factoring data and adhoc exercises.
- Track, analyze, interpret the data and produce relevant reports.
- Involvement in system & reporting enhancement projects as and when assigned e.g. SCEL system enhancement and reporting.
- Other duties/ adhoc tasks as assigned.