

## PERSONAL INFO

**Name** : Zilfadlina Binti Mohamed  
**Position** : Financial Control/HRA Manager  
**Email** : zilfadlina@jtr.my  
**Years of Experience** : 15 years



## EDUCATION BACKGROUND

**High School** : SMK Ketereh, Kelantan (SPM)  
**College / University** : Universiti Utara Malaysia (UUM)  
- *BBA. (Hons) in Business Administration*

## POSITION ROLES

### **Jana Tanmia Resources Sdn Bhd (2009- present)**

**Position** : Financial Control/HRA Manager

1. Monitor the financial operations within the company, such as payroll, invoicing, and other transactions.
2. Oversee financial department employees, including financial assistants and accountants.
3. Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary.
4. Track the company's financial status and performance to identify areas for potential improvement.
5. Seek out methods for minimising financial risk to the company.
6. Research and analyse financial reports.
7. Review financial data and prepare monthly and annual reports to MD.