

Muhammad Naqib Bin Abd Latib

E-mail : muhammadnaqib.mnal@gmail.com Phone : +60 12 838 0774
Address: No. 30, Jalan Wangsa Murni 13, Wangsa Melawati, 53300 Kuala Lumpur,
Wilayah Persekutuan

Personal Summary

I am a conscientious, confident, and self-motivated person. I have overwhelming interest in accounting, finance, auditing and company secretary. I am also will able to learn new skill and knowledge in a short period.

I enjoy reading books, generally including information about natural history and the economy. I find that reading is beneficial to improve my general knowledge and provides me with an opportunity to spend some time on my own. In addition to this, I have an enthusiasm in voicing out new ideas and built up rapport with others.

I easily can adapt in various situation such as work under pressure and also a good leader and team player in any organization.

Objective

Seeking a position as an Account Executive, Junior Internal Auditor, Human Resource Executive or any other relevant position that suitable with my qualification, where I can bring immediate and strategic value and develop current skill set further.

Education

Bachelor (Hons) in Accountancy

March 2012 — July 2014

Universiti Teknologi MARA (UiTM) Jengka, Pahang

- Subject taken: Audit, Corporate Finance, Management Accounting and Control, International Business and Globalization, Financial Accounting and Reporting Standard, Statistics, English Language, Arabic Language, Advanced Malaysian Taxation (included basic knowledge on GST) and Corporate Law.
- C.G.P.A : 2.66

Diploma in Accountancy

July 2008 — Nov 2011

Universiti Teknologi MARA (UiTM) Segamat, Johor

- C.G.P.A : 3.01

Non-science stream (Accountancy)

2006 — 2007

Sek. Men. Keb. Seksyen 5, Wangsa Maju

- Sijil Pelajaran Malaysia (S.P.M): A1 for Bahasa Melayu, Prinsip Akaun and Pendidikan Islam

Extra Curriculars

- Treasurer of Bachelor of Accounting society (BiACCs), UiTM Pahang (2012 - 2014)
- Misi Bantuan Mangsa Banjir Terengganu, UiTM Malaysia (2013)
- 2nd Treasurer of Persatuan Siswa/i Diploma Perakaunan (PERSIDA), UiTM Johor (2010)
- Exco of PERSIDA, UiTM Johor (2008- 2009)

Award

- 1st place in "Student Entrepreneurial Innovation Show" of UiTM Jengka, Pahang. (2014)
- Pelajar Terbaik KO Pembinaan Diri SISWA (Pencapaian Awam) UiTM Segamat, Johor. (2010)

Work experience

Atarek Kamil Ibrahim & Co

Aug 2013 — Jan 2014

Internship as Audit trainee

1. Have prepared and completed several full set of financial statement during internship.
2. Have been audited several dormant company, private company, corporate company, government (east Malaysia) and non-governmental organisation.
3. Knowledgeable in basic Company Secretary.

Syarikat Takaful Malaysia Berhad

October 2014 — Present

Skim Latihan 1 Malaysia

1. Attended courses. (Team building, English classes, Managing Expectations, Time & Task, Grooming course, Syariah's Islamic banking product, Developing and maintaining positive attitude at workplace)<?xml:namespace prefix = o ns = "urn:schemas-microsoft-com:office:office" />
2. Assign at Internal Audit Division as internal audit trainee.

Skills/strengths

- Proficient in Microsoft Word, Power Point and Excel.
- Familiar with some accounting software; Mr. Accounting, MYOB, UBS
- Ability to speak and write in Bahasa Melayu and English.
- Ability to work in group and willing to learn.

References

En. Khairul Anuar Bin Abdul Hadi

Law lecturer

UiTM Jengka, Pahang

Email : khairulanuarah@pahang.uitm.edu.my

Tel. no. : 017- 9078748