



NUR SABRINA BINTI NAYAN

No 53, Jalan Sri Kinta 6, Kampung Sri Kinta, 31650 Ipoh, Perak

Mobile No.: 0195525723

Email: nursabrinanayan@gmail.com

CAREER PROFILE

Hardworking and analytical Accountancy graduate seeking for a position as a Field Auditor or Accountant where I can integrate my background and experience as an audit trainee for 6 months to help conduct audit and account procedures. Positive, energetic, focused and eager to further grow and develop existing auditing, accounting, taxation and other related skills.

EDUCATIONAL BACKGROUND

Bachelor of Accounting (Hons.) [CGPA: 3.119(Latest)]

International Islamic University Malaysia (IIUM)

Graduation: January 2016

Key Knowledge areas:

Auditing and Assurance Services, Accounting, Auditing & Governance Of Islamic Financial Institution (AAIGFI), Advanced Malaysian Taxation, Accounting Theory and Policy, Decision Making and Control, Advanced Group Accounting, Corporate Finance, Analysis & Design of Accounting Information System, Cost Management, Public Sector Accounting.

GST for Beginners Workshop

International Islamic University Malaysia (IIUM)

Date: 5th December 2014

WORKING EXPERIENCE

Auditor Internship, January 2015 - July 2015

MNZWAJ Associates

- Reviewed data about material assets, liabilities, capital stock, surplus, income and expenses.
- Inspected account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Collected and analyzed data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- Examined and evaluated accounting and information system, recommending controls to ensure system reliability and data integrity.
- Prepared detailed report on audit finding.

Cashier/Salesgirl, October 2011 – January 2012

Pasaraya Sakan Sdn. Bhd.

- Tagged price and bar code to each stocks that newly arrived.
- Responsible to greet customer and asked them if they need any help.
- Counted money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Responsible to make sure ending balance in the computer system is the same as in the cash drawer.

EXTRACURRICULAR & VOLUNTEERING ACTIVITIES

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| 1. Facilitator of IIUM Personal Growth Group (PGG) | 2015 |
| 2. Financial Controller of Busking 2014 by IIUM Angklung Club | 2014 |
| 3. Activities bureau committee of STABAZ 2014 | 2014 |
| 4. Assistant head of Technical and Maintenance bureau of IIUM Angklung Club | 2014 |
| 5. Secretary of welcoming and welfare bureau of Student Committees Ta'aruf week Semester 1, 2014/2015 | 2014 |
| 6. IIUM Representative of TECHNOCOUNT Launching event in 2013 at UKM | 2013 |
| 7. Preparation and Technical Committee of STABAZ 2013 | 2013 |
| 8. Facilitator of Kembara PMR 2013 by Pembina IIUM | 2013 |

SKILLS & STRENGTH

- Able to work as part of a team or alone
- Adaptable and have a positive attitude towards change
- Ability to handle multi-tasking job and capable to meet datelines under pressure
- Having a mathematical mind with good analytical skills
- Hardworking and willing to work hard for self-advancement
- Excellent in speaking and writing in Bahasa Melayu, Good in speaking and writing in English and Poor in speaking and writing in Arabic.
- Computer skills: Windows XP, Vista, Seven, Eight, Microsoft Office Application, UBS

REFERENCES

Khadijah bt. Mohd Isa
Assistant Professor, IIUM Gombak Campus
Tel: 03-6196 4756

Ros Aniza bt. Mohd. Shariff
Assistant Professor, IIUM Gombak Campus
Tel: 03-6196 4711