

MUHAMMAD ARIF BIN

ZULKIFFLI

Bookkeeper

Personal Info Summary

Summary

mhdarifzulki@[REDACTED EMAIL]

Seeking a new challenge where I can grow, learn new skills, and

[REDACTED PHONE NO]

contribute to a team in meaningful ways. I have 2.5 years of

experience in bookkeeping, managing financial records, reconciling

accounts, and ensuring accurate reporting.

Additionally, I have some

basic knowledge of human resources, including administrative and

employee-related tasks. I'm motivated to take on new responsibilities

and make a positive impact.

29/07/[REDACTED ADDRESS](3.53)

January 2023 - Present

International Islamic

Core Bookkeeping Tasks

College

Managed daily financial transactions, ensuring accurate

recording of income, expenses, and other financial data.

SQL Accounting Certified under

Handled financial reporting, including the preparation of

College Program

monthly, quarterly, and annual profit and loss statements,

SPM (3A,4B,1C,1D,1E) balance sheets, and cash flow reports.

SMK Selayang Baru Reconciled bank statements and accounts regularly to maintain

Jan 2011 - Dec 2015 accuracy and resolve discrepancies.

Major in Accounting, ICT, Prepared and submitted yearly tax computations and returns

Economy and Add Math to LHDN, ensuring compliance with tax laws.

Administrative and Compliance Tasks

UPSR (2B3C)

Created and maintained the company's handbook, profile, and

SK Bandar Baru Selayang

Standard Operating Procedures (SOPs) to ensure consistency in

Jan 2010 - Dec 2015

operations.

Ensured timely and accurate submissions for yearly tax filings

Skills

and computations to LHDN.

Budgeting - Beginner Assisted with the preparation of documents.

Human Resource Task

QuickBooks - Expert

Managed employee-related filings, including EPF (Employees

Accounting - Experienced Provident Fund) registration and payments.

Tax Preparation - Experienced Ensured timely registration and payments for SOCSO

(Social

Security Organization) and EIS (Employment Insurance

Microsoft Excel - Beginner

Scheme).

Accounts Receivable - Assisted with employee payroll processing and ensured Experienced compliance with labor laws and statutory requirements.

Ensure and manage employees and attendees as well as leave

Bookkeeping - Experienced submissions.

Reconciliation - Experienced Software Proiciency

Proicient in accounting software (e.g., QuickBooks, SQL) for

Communication - Expert

managing nancial records and transactions.

Experienced in using Microsoft Excel for nancial analysis,

Languages

reporting, and budgeting.

English - Fluent Intern, Zamzuri Tax (Internship), [REDACTED ADDRESS]/10, [REDACTED ADDRESS],

55100 [REDACTED ADDRESS], [REDACTED ADDRESS]

November 2022 - January 2023

Assist in Tax Drafting: Support in preparing and drafting tax documents, reports, and ilings for review.

Assist in Tax Computation: Calculate and verify tax liabilities for both individuals and corporate entities, ensuring accuracy and compliance with tax regulations.

Tax Submission for Companies (Sdn. Bhd.): Help in preparing and submitting tax returns for private limited companies (Sdn. Bhd.) in accordance with local tax laws.

Assistant Manager, Saba Cafe, Campbell Complex irst oor, jln dang wangi, [REDACTED ADDRESS]

January 2018 - December 2020

Assist in day to day Operation of the cafe during the opening until closing.

Effectively communicated with customers to ensure satisfaction and resolve any complaints.

Maintained updated records of sales data, inventory levels and customer profiles.

Streamlined operations to increase efficiency and reduce costs.

Senior Staff Associates, [REDACTED ADDRESS] Jln Kucing, 51200

[REDACTED ADDRESS]

January 2016 - December 2017

Customer Service: Assist customers, handle inquiries, and process sales transactions.

Store Operations: Stock and organize shelves, monitor inventory, and maintain store cleanliness.

Cash Handling and Reporting: Process payments, manage cash handling, and assist with cash reconciliation.

Team Support: Collaborate with colleagues, support store opening/closing, and meet sales goals.

Achievements

College Trip to [REDACTED ADDRESS]

June 2023

Organize Trip to [REDACTED ADDRESS]

Arranged and facilitated meetings with group members to discuss project progress and updates.

Delegated tasks to team members, ensuring responsibilities were clearly defined and managed.

Assisted team members with their tasks, providing guidance and support when needed.

Helped manage the tentative schedule, ensuring that all activities were aligned with the trip's goals.

Assisted with registration and marketing efforts through social media to promote the trip and engage participants.

Collected registration fees, ensuring all payments were accurately recorded.

Contributed to budgeting efforts, helping to allocate resources effectively and stay within budget.

Ceramah Maghrib (Google Meet)

March 2022

Organize a talk (ceramah)

Led the educational talk project "MaghribThrough Google Meet," delegating tasks to team members and providing assistance as needed.

Coordinated with guest speakers in advance to finalize event details.

Contributed to writing the script, creating the PowerPoint presentation, and assisting with the registration process.

Managed the event's marketing by posting promotional content on social media.

Promoting Local Business (Magazine)

February 2021 - June 2021

Leader of The Project

Led the project to promote a local barber shop, taking charge of overall planning and execution.

Delegated tasks effectively to team members based on their strengths and expertise.

Assisted team members with tasks, providing guidance and support when needed.

Arranged and coordinated a meeting with one of the barber shop owners to discuss project goals and collaboration.

Assisted with researching market trends, competitor strategies, and customer preferences to inform the promotion plan.

Activities

Rugby Club SMK Selayang Baru

January 2013 - March 2015

Chairman of the Club

School Representatives

Dancers of Team Merdeka 57

May 2015 - August 2015

School representatives of the district

References

Muhammad Aizat Adzha, Aizat Adzha Atelier

[REDACTED EMAIL] | [REDACTED PHONE NO]

En. Zabidi, Zamzuri Tax

012 - 592 4398