



MUHAMMAD ARIF BIN ZULKIFFLI

Bookkeeper

Personal Info

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selingsing, taman sri kucing,
Kuala Lumpur, 51200, malaysia
-  Malaysian
-  29/07/1998

Education

- **DIPLOMA IN ACCOUNTING (3.53)**
International Islamic
College
Jul 2020 - Jan 2023
SQL Accounting Certified under
College Program
- **SPM (3A,4B,1C,1D,1E)**
SMK Selayang Baru
Jan 2011 - Dec 2015
Major in Accounting, ICT,
Economy and Add Math
- **UPSR (2B3C)**
SK Bandar Baru Selayang
Jan 2010 - Dec 2015

Skills

Budgeting - Beginner
QuickBooks - Expert
Accounting - Experienced

Summary

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

Work Experience

Bookkeeper, Aizat Adzha Atelier, Campbel complex, Jln dang wangi, kuala lumpur 50100 kuala lumpur

January 2023 - Present

Core Bookkeeping Tasks

- Managed daily financial transactions, ensuring accurate recording of income, expenses, and other financial data.
- Handled financial reporting, including the preparation of monthly, quarterly, and annual profit and loss statements, balance sheets, and cash flow reports.
- Reconciled bank statements and accounts regularly to maintain accuracy and resolve discrepancies.
- Prepared and submitted yearly tax computations and returns to LHDN, ensuring compliance with tax laws.

Administrative and Compliance Tasks

- Created and maintained the company's handbook, profile, and Standard Operating Procedures (SOPs) to ensure consistency in operations.
- Ensured timely and accurate submissions for yearly tax filings and computations to LHDN.
- Assisted with the preparation of documents.

Human Resource Task

- Managed employee-related filings, including EPF (Employees Provident Fund) registration and payments.

Tax Preparation - Experienced

Microsoft Excel - Beginner

Accounts Receivable -
Experienced

Bookkeeping - Experienced

Reconciliation - Experienced

Communication - Expert

Languages

English - Fluent

- Ensured timely registration and payments for SOCSO (Social Security Organization) and EIS (Employment Insurance Scheme).
- Assisted with employee payroll processing and ensured compliance with labor laws and statutory requirements.
- Ensure and manage employees and attendees as well as leave submissions.

Software Proficiency

- Proficient in accounting software (e.g., QuickBooks, SQL) for managing financial records and transactions.
- Experienced in using Microsoft Excel for financial analysis, reporting, and budgeting.

Intern, Zamzuri Tax (Internship), 10, Jalan Pandan 3/10, Pandan Jaya, 55100 Kuala Lumpur, Selangor

November 2022 - January 2023

- **Assist in Tax Drafting:** Support in preparing and drafting tax documents, reports, and filings 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 first floor, jln dang wangi, Kuala Lumpur

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, 7 Eleven, Taman Sri Kucing, Taman Sri kucing, Off Jln Kucing, 51200 Kuala Lumpur

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 Penang

June 2023

Organize Trip to penang

- 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

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En. Zabidi, Zamzuri Tax

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