



MUHAMMAD AHNAF HADI

Highly motivated individual seeking a working opportunity in a reputable organization to utilize my problem solving, managerial skills and also provide excellent service to the stakeholders, customers and the company.

PERSONAL INFORMATION

NAME = MUHAMMAD AHNAF HADI BIN MOHAMAD KHAIRUDIN

PHONE = +6017-2370449

ADDRESS = E-22-02 BLOK E, PPAM PUDINA, PRESINT 17 62150 PUTRAJAYA

AGE = 26 YEARS OLD

EMAIL = mkmahnaf@gmail.com

LANGUAGES

MALAY	80%	<div></div>
ENGLISH	80%	<div></div>

SOFTWARE SKILLS

MS WORD	90%	<div></div>
MS POWER POINT	80%	<div></div>
MS EXCEL	70%	<div></div>

PERSONAL SKILLS

TEAM WORK	95%	<div></div>
HARDWORK	90%	<div></div>
LEADERSHIP	75%	<div></div>
COMMUNICATION	90%	<div></div>
PROBLEM SOLVING	90%	<div></div>

WORK EXPERIENCE

THE FEMALE HEALTH COMPANY | MAY 2023 – PRESENT

ACCOUNT ASSISTANT

- Input financial data into accounting software accurately.
- Review and process invoices, ensuring they are properly coded and approved, and resolve any discrepancies.
- Assist with managing accounts payable by verifying invoice preparing payments, and maintaining vendor records
- Assist in internal and external audits by providing necessary documentation and information

DF REALTY GROUP | OCTOBER 2022 – APRIL 2023

REAL ESTATE AGENT

- Promote property through advertisements via social media
- Prepare legal documents such as loyalty contracts and purchase agreements
- Advise clients on market condition and prices

ADAM & CO | DEC 2021 – AUGUST 2022

AUDIT ASSISTANT

- Collecting supporting documentation for audit analysis activities
- Physically inspect clients' premises and assets
- Prepare audit working papers and audit report
- Implement vouching process on claims and receipts

EDUCATION

BACHELOR (HONS) IN ACCOUNTING AND FINANCE | 2018 - 2020

DUBLIN BUSINESS SCHOOL, IRELAND

GRADE: SECOND CLASS HONOURS

DIPLOMA IN ACCOUNTANCY | 2015 - 2017

KOLEJ PROFESSIONAL MARA BERANANG

CGPA: 3.72

SIJIL PELAJARAN MALAYSIA (SPM) | 2010 - 2014

MRSM FELDA TROLAK

RESULT: 5A 3B 1C

ACTIVITIES AND ACHIEVEMENTS

- Busking performance for Health Event | 2019
- Participated in Sheffield Open Outdoor Futsal | 2019
- Dublin Intercollege Outdoor Futsal Semi Final | 2018
- Champion for MRSM Felda Reunion Day singing competition | 2018
- Second place for Catur Bestari at KPM Bandar Penawar | 2017
- Third place for Tilawah Al-Quran competition at KPM Beranang | 2017
- Second place for Azan competition at KPM Beranang | 2017
- Champion for Mata Amal Catur Bestari, KPM Ayer Molek Melaka | 2017
- Program director for Foster Home charity Event | 2016
- Volunteered for Homeless People Charity Event | 2016
- Participated in nasyid performance | 2015

REFERENCES

PUAN EMILLYZA MUSTAFFA

Manager,

Adam & Co, Bangi

Phone: +6012-6037939

PUAN ASIAH RADIN

Manager,

The Female Health Company

Phone: +6016-2746782