



Zainal Abidin Bin Mohamed Nasir

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OBJECTIVE

A normal individual with desire of seeking for knowledge and environment specialist in Accounting. A self-starter and self-motivated, Capable of lead a team towards success and a team player. Seeking for opportunity to enhance knowledge and skills to make myself more marketable in the industry by learning from the best in the industry. A person that really want to learn in order to enhance skill and knowledge to contribute to my employed company.

PERSONAL PARTICULARS

Date of Birth : 27.03.1989
I/C Number : 890327-02-5881
Gender : Male
Marital Status : Married

EDUCATIONAL QUALIFICATIONS

2008-2012 Bachelor of Accountancy (Hons.), Universiti Teknologi MARA (CGPA:2.71)
2007-2008 Perlis Matriculation College (CGPA:3.74)
2002-2006 Sekolah Agama Menengah Unwanus Saadah Kanchong Darat
SPM : 6A 5B
PMR : 3A 6B

EMPLOYMENT EXPERIENCE

TRAINEE, Pejabat Mara Daerah Kuala Langat

June 2011 until January 2012

- Record account findings in working papers and to be reviewed by managers and seniors.
- Manage and create new system based on MS Access for the company

Temporary Teacher at Sekolah Kebangsaan Methodist Teluk Datok

10th September until 9th November 2012

- Teach pupils and try to understand the behaviour and management of the school.
- Doing job as regular teacher and hold some task and part of community of the school

Account Executive at Ext Technologies Sdn Bhd

2nd January 2013 until 31st May 2016

- Doing full set of accounts
- Key in data in accounting system
- Preparing delivery order, purchase order and invoices
- Check and prepare debtor statement
- To ensure all filling is done in timely and accurate manner

Last salary: RM 3,270.00

Accountant at Elle Construction Sdn Bhd

1st June 2016 until 30 April 2017

- Doing full set of accounts
- Key in data in accounting system
- Preparing delivery order, purchase order and invoices
- Check and prepare debtor statement
- To ensure all filling is done in timely and accurate manner.
- Manage Cash Flow and Bank Reconciliation.

Last salary: RM 3,500.00

Assitant Finance Manager at MK Precision Castings (M) Sdn Bhd

2nd May 2017 until Present

- Handle full set of account
- Bank/customer/supplier Reconciliation
- Liaise with external auditor and tax agent
- Prepare slide for monthly management review
- Prepare report for weekly budget report. (Actual VS budget)
- Analysis on manufacturing cost for income statement
- Assist on costing of product
- In charge in Sales/Purchase/Account for ERP system (ramco)
- Do closing report (Management account) first week of the following month.
- Daily check on bank balance and make cash flow payment plan
- Capture receiving from customer and other incoming into the system.
- Ad hoc job from CFO, GM Operation and COO.

Current salary: RM 4,800.00

Chartered Accountant and member of Malaysian Institute of Accountants (MIA) – CA 40452

LEADERSHIP

- President of art and khat(2006)
- President of home sports(2006)
- A member of commander Kesatria Negara(UiTM) 2009-2012

COMPUTER SKILLS

- Accounting Software : QNE, Quickbook Online, UBS, MYOB and Ramco (ERP System)
- Office Package : Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint
- Operating Systems : Windows XP, Windows Vista, Windows 7, Windows 8 and Windows 10

LANGUAGE (SPOKEN AND WRITTEN)

- Malay : Excellent in Writing and Speaking
- English : Fair in writing and Speaking
- Arabic : Fair in Writing and Speaking

Expected Salary RM 6,000.00 (Negotiable)

