



**ARLINA BINTI NOR ANUAR**  
 Lot 3235 Taman Sagumpas 1, 28400 Mentakab  
 Pahang Darul Makmur  
 Tel. No: 017-3079942  
 Email: arlina\_anuar@yahoo.com

#### Personal Details

Date of Birth	: 30 <sup>th</sup> of July 1992	Age	: 23
Place of Birth	: Temerloh, Pahang, Malaysia	Citizenship	: Malaysian
Identity Card Number	: 920730-06-5474	Marital Status	: Single
Religion	: Islam	Race	: Malay

#### Career Objectives

A career-driven budding professional focused on excellence in the area of financial and management accounting, audit and taxation. I am seeking to work with a dynamic, commercially-focused people-oriented company that can harness my abilities and skills and provide opportunities for professional growth.

#### Academic Qualifications

National University of Malaysia (UKM) (2011 – 2015)	Bachelor of Accounting with Honour (CGPA : 3.39)
Pahang Matriculation College (KMPH) (2010 – 2011)	Matriculation Certificate in Accounting (CGPA : 4.00)
Sekolah Menengah Kebangsaan Bentong (2005 – 2009)	Malaysian Education Certificate (SPM) (5A 4B 1C)

#### Extracurricular Activities / Contributions

<b>2014</b>	-Deputy Executive Council Alumni Network of Accounting Club, UKM -Unit Director of Banquets and Charity, Accounting Week, UKM -Unit Director of Gifts, Mount Kinabalu Climbing Expedition Program
<b>2013</b>	-Treasurer of Knight Entrepreneur Week, Tun Hussein Onn College, UKM -Facilitator for accounting students at Penang Matriculation College and SMK Tangkak -Represent for UKM Accounting Club in ACCA Student Conference
<b>2012</b>	-Member of Programme Committee, <i>Festival Sanjungan Satria</i> , Tun Hussein Onn College, UKM -Participant in Hockey, Sports of University (SUKEM), UKM (Second Runner-Up)
<b>2008/2009</b>	-School Prefect Club Committee Members of Secondary School of Bentong -Head Prefect of Secondary School of Bentong Hostel -Girl Scout Association Treasurer, Secondary School of Bentong

<u>Skills</u>		
<b>LANGUAGE</b>		
<b>Malay</b>	Excellent in both writing and speaking	
<b>English</b>	Good in both writing and speaking	
<b>COMPUTER</b>		
<b>Application Software</b>	Good in using Microsoft application such as Words, Excel and Front Page. Ability to use Accounting and Auditing software (UBS & AXP)	
<b>Programming</b>	Willing to learn any new programming language	
<u>Working Experiences</u>		
May – Sept 2011	<b>FunTalk Communication</b> (Part-time Outlet Assistant) - Manage invoices and calculate and record the daily transactions	5 mths
April – June 2013	<b>Allurelady Boutique</b> (Part-time Branch Outlet Assistant) - Dealing with customers and suppliers, promoting goods	3 mths
July – Dec 2014	<b>SME Bank</b> (Practical Trainee) - Printing cheques and arrange payment to vendors - Update monthly performance report and approval data - Involved in the preparation of budget 2015 template - Prepare bank reconciliation statement (HQ & branches)	6 mths
Jan – Feb 2015	<b>SME Bank</b> (Temporary – Account Executive) - Prepare bank reconciliation statement - Provides summary of monthly report for all bank recon statements	2 mths
<u>Personal Characteristics</u>		
1. A good listener, can operate with others and able to adapt in a new environment. 2. Pleasant personality, cheerful, hardworking and conscientious		
<u>Interest and Leisure</u>		
<b>Sports</b>	Enjoy climbing, outdoor activities, netball and hockey	
<b>Books</b>	Enjoy science and general knowledge magazine, cooking magazines and novels	
<b>Others</b>	Enjoy travelling and making friends. So far I have been to Singapore, Thailand, Indonesia and Japan. I also enjoy listening to latest music, playing musical instrument and watching movies	
<u>Referee</u>		
<b>Dr. Mohd Fairuz Md Salleh</b> Senior Lecturer School of Accounting Faculty of Economics and Management, UKM 603-89214819 (tel) / 6017-3742888 (phone) <a href="mailto:fairuz@ukm.my">fairuz@ukm.my</a>		<b>Khaliza binti Khalil</b> Manager, Finance & Accounts SME Bank, Menara SME Bank, Jalan Sultan Ismail 50774, Kuala Lumpur 603-26152105 (tel) / 6019-3757687 (phone) <a href="mailto:khaliza@smebank.com.my">khaliza@smebank.com.my</a>