

RESUME



Fatin Munirah Binti Mokhtar

No 35, Jalan Jati 9

Taman Jati

30020 Ipoh

Perak Darul Ridzuan

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CAREER AIM / OBJECTIVE

- To gain more experience with the company.
- Can communicate well with all level of people and societies.
- To achieve high position and permanent job at your company.

ACADEMIC BACKGROUND

- Achieved Diploma in Accountancy from the Polytechnic of Seberang Perai Penang in 2011 with CGPA : 2.70.
- Achieved Certificate of Book Keeping from the Polytechnic of Seberang Perai, Penang in the year 2010 with CGPA : 3.03.
- For SPM result, secured a distinction in Bahasa Melayu (2A), and credits in English (4B) and Mathematics (4B) from SM Convent, Ipoh in the year 2007.

PROFESSIONAL BACKGROUND

Working Period	Position and Company	Working Description
July 2009 – Dec 2009	Practical Student Bahagian Kerajaan Tempatan, Pejabat Setiausaha Kerajaan Negeri Perak	<ul style="list-style-type: none">• Financial management with responsibility for Accounts Payable and Receivable.• Managed administrative responsibility as a clerk.• Assisted the secretariat for the success of the course.• Data processing.

PERSONAL SKILLS

- Can work under pressure and meet tight deadlines.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking and information.
- Licenses: Class D (Serial No. X 336101)
- Meticulous with details and figures.
- Familiar with UBS Accounting System.

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Power Point
- UBS Accounting System

LANGUAGE SKILLS

Language	Spoken	Written
English	Excellent	Excellent
Bahasa Melayu	Excellent	Excellent

REFERENCE

Name : Miss Aleza Hj Abd Rashid
Post : Commerce Department Lecturer
Address : Politeknik Seberang Perai,
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13500 Permatang Pauh, Pulau Pinang.
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Name : Sarina bt. Reduan
Post : Accountant Assistant
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