



AMY AGURELA BINTI ABDUL RAHMAN

Lot 97, Taman Greenworld, Jalan Miri/Bintulu, 98000 Miri, Sarawak

(Email: amyabdulrahman@gmail.com) (Tel: 011-26688503) (22 Years Old)



SUMMARY:

- A focused, disciplined professional with extensive expertise managing agency-client relationships, creating account reports, and processing accounts payable and receivable. Capable of utilizing skills and being proficient in leadership



EDUCATION:

- **Diploma in Quantity Surveying**
UiTM Kampus Samarahan (2019 - 2021)
 - CGPA 3.15/4.00
- **Bachelor of Business Administrative (Hons) Finance**
UiTM Kampus Samarahan (2021 – 2024)
 - CGPA 3.43/4.00



EXPERIENCE:

- **Samling Sdn Bhd (Account Assistant)**
Bintulu, Sarawak (August 2020 – March 2021)
 - Handling email and basic bookkeeping, making phone calls, handling mail.
- **Sarawak Oil Palms Bhd (Account Clerk)**
Miri, Sarawak (March 2021 – November 2022)
 - Update and keeping financial records, reconciling bank statements, process business transactions e.g., account payable and receivable.



SKILLS:

- Critical thinking.
- Time management.
- Strong written and oral communication.
- Financial reporting skills.

REFERENCES:

1. Mr Ahmad Arif Bin Mahmud

Supervisor, SAMLING SDN BHD
+ 6013-6378432

2. Mrs Loh Sung Seng

Supervisor, Sarawak Oil Palm Bhd (SOP)
+ 6014-8932145