

ANIS AUFA ABDULLAH

📍 Kwarters Institusi Pendidikan, Gombak Utara, 53100 W.P. Kuala Lumpur
☎️ +60 13 469 5745 | ✉️ anis.aufa92@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Accounting Professional with over 4 years of experience in full-set accounts, auditing, and financial reporting. Skilled in applying accounting principles, managing payments, maintaining supplier and customer relationships, and providing strategic financial insights to management. Adept at using accounting software and delivering accurate, timely reports to support business decision-making.

CORE SKILLS

Full Set of Accounts Preparation
Financial Reporting & Analysis
Audit Procedures & Compliance
Microsoft Word & Excel
SQL Accounting Software
Audit Express Software
Budget Management
Client & Supplier Communication
Problem-Solving & Analytical Skills

PROFESSIONAL EXPERIENCE

- Account Executive – Unic Group of Companies, Kedah

March 2017 – August 2019

- Prepared and maintained a full set of accounts in accordance with accepted accounting principles.
 - Recorded financial transactions and ensured compliance with accounting standards.
 - Managed payment processes, ensuring timely receipts and disbursements.
 - Handled communications with customers and suppliers to resolve payment issues.
 - Provided daily budget updates to higher management for informed decision-making.
 - Advised management on the company's current financial status, identifying areas for improvement.
- Audit Executive – Sam Ah Chow & Co., Penang

September 2015 – December 2016

- Produced complete audited reports for assigned companies.
- Managed communications with clients and relevant parties during the audit process.
- Conducted audits in teams for large companies, ensuring accuracy and compliance.
- Utilized auditing systems to generate detailed and accurate audit reports.

EDUCATION

Bachelor's Degree in Accounting (Hons.) – Universiti Utara Malaysia, Kedah — CGPA: 3.26
(Nov 2011 – Oct 2015)

Matriculation in Accounting – Kolej Matrikulasi Kedah, Kedah — CGPA: 4.00 (Apr 2010 – Apr 2011)

Sijil Pelajaran Malaysia (SPM) – Sekolah Menengah Kebangsaan Jitra, Kedah — 6A, 3B, 1C
(Jan 2005 – Dec 2009)

AWARDS

Dean's Award, Universiti Utara Malaysia (2012)

LANGUAGES

Malay (Fluent)

English (Proficient)

REFERENCES

Anas Akmal Arshad – Head of Finance, Unic Group of Companies

 +60 12 476 3743 |  anas@unicgroup.com.my

Norhazlinda Baharudin – Audit Supervisor, Sam Ah Chow & Co.

 +60 17 374 8250 |  hazlinda@sac.com.my