



# HAZLIYANA IZZATI

+60 17 - 427 5287 Ipoh, Perak

hazliyanaizzati.work@gmail.com

## PROFILE

An introvert but enthusiastic, open minded and fast learner. I am willing to learn something new. I am searching opportunities to help myself to grow as an employee.

## SKILLS

- Accounting software
  - Sage UBS Accounting
- High proficient in Microsoft Office:
  - Word
  - Excel
  - Access
  - Powerpoint

## LANGUAGES

Bahasa Malaysia

English

Arabic

## WORKING EXPERIENCES

### ECO - SHOP SDN BHD

Store Cashier | February 2020 - October 2020

- Averaged more than RM10,000 in daily sales.
- Remained punctual and professional at all times.
- Handled all merchandise with care and packed customers bags neatly.
- Provide outstanding customers service.

### 7 - ELEVEN. INC

Store Associate | February 2019 - July 2019

- Handled cash transaction with customers.
- Guide customers and provide relevant information.
- Took on extra shifts based on the needs of the store.
- Maintained up-to-date knowledge of all retail promotions.

## EDUCATION

### UiTM KOTA BHARU, KELANTAN

Bachelor of Business & Administration (Hons.) Finance |  
March 2022 - Present  
CGPA: 3.46

### UiTM TAPAH, PERAK

Diploma in Accountancy |  
July 2019 - February 2022  
CGPA: 3.68

- Active member of Non-Resident Club

### SMK TARCISIAN CONVENT

January 2013 - January 2018

- Treasurer of the Pembimbing Rakan Sebaya
- Treasurer of the Green Club House
- Treasurer of the Computer Club