

## PRIVATE AND CONFIDENTIAL



### Resume

#### PERSONAL DETAILS

**Name** : Roshaziah Binti Harun  
**Address** : No. 22, Jalan Ketapang 1,  
Taman Rinting,  
81750 Masai,  
Johor Darul Takzim  
**Age** : 34 years old  
**Date of Birth** : 9<sup>th</sup> September 1976  
**Contact No.** : 012-7552244  
**Religion** : Muslim  
**Nationality** : Malaysian  
**Marital Status** : Married  
**Gender** : Female  
**I.C. Number** : 760909-01-5514

#### CAREER OBJECTIVE

Seeking for a suitable and challenging position, to gain further exposure and like to learn new things for more experience.

#### EDUCATION BACKGROUND

		<u>Year</u>
<b>Tertiary</b>	: Diploma In Business Management	2013
	: LCCI – High Level	1996
<b>Name of Institution</b>	: Cambridge College, Johor	
<b>Secondary</b>	: 1. Sijil Pelajaran Malaysia (SPM)	1993
	: Gred 2	
	: 2. Sijil Rendah Pelajaran (SRP)	1991
	: Aggregate 20	
<b>Name of School</b>	: 1. Sekolah Menengah Majidi Bahru, Johor Bahru	
	: 2. Sekolah Menengah Vokasional Perdagangan, Johor Bahru	

## SCHOOL ACTIVITIES

- Secondary** :
1. Chairman of Pandu Puteri
  2. Comanden of Renjers
  3. Chariman of Renjers Puteri
  4. Assistant of Leader of Unit Keselamatan Asrama Puteri
  5. Treasurers of Sport Club
  6. Committee Members of :-
    - Persatuan Bahasa Melayu
    - Unit Canteen
    - Quatters Master
    - Unit Pertolongan Cemas

## EMPLOYMENT HISTORY

- 1 **Company Name** : Iqbal Hakim Sia & Voo  
**Position** : Clerk  
**Date Joined** : 1995  
**Date Left** : 1995  
**Work Description** : Litigation Clerk
- 2 **Company Name** : Nanyang Electric Co. (JB) Sdn. Bhd.  
**Position** : Accounts Clerk  
**Date Joined** : 1995  
**Date Left** : 1997  
**Work Description** :
  1. Credit Controller.
  2. Prepare Statement of Final Account
  3. Prepare Invoices For Customer
  4. Up-date The Debtor & Cash A/C
  5. Preparing Payment For Supplier
- 3 **Company Name** : Baharuddin Ali & Low Sdn. Bhd.  
**Position** : Accounts Officer  
**Date Joined** : 1997 -2006  
  
**Work Description** :
  1. Assist in accounts tasks
  2. Checking and passing of bills (stationery and printing, telephone, electricity, purchased part of ICT and etc.)
  3. Preparing draft monthly budget.
  4. Arrange to submit claim to Kementerian & follow-up the payment
  5. Preparing independent correspondence on account.
  6. Preparing Tender Document.
  7. Doing Estimate And Pricing

- 4 **Company Name** : Intelux Sdn. Bhd.  
**Position** : A/c Assistant cum HR Assistant  
**Date Joined** : 2006 to date  
**Work Description** :  
1. Assistant to GM  
2. Assist in accounts tasks  
3. Checking and passing of bills  
4. Preparing draft monthly budget.  
5. Arrange to submit claim to Kementarian & follow-up the payment  
6. Preparing independent correspondence on account.  
7. Preparing Tender Document.  
8. Doing Estimate And Pricing  
9. Prepare Statement of Final Account  
10. Up-date the related a/c task  
11. Preparing Payment For Supplier

#### SKILLS

- Computer** : Literacy in Microsoft Office (Word, Excel & PowerPoint)  
**Language** : Conversant oral & written in Malay

#### REFERENCES

- Name** : Abdul Rashid Bin Hj. Yahya  
**Position** : Car Salesman cum Admin. Assistant  
**Company** : Perodua  
**Contact No.** : 012-7783068  
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**Name** : Rosline Binti Harun  
**Position** : Editor Penerbitan Pelangi  
**Company** : Penerbitan Pelangi Sdn. Bhd.  
**Contact No.** : 019-7540424