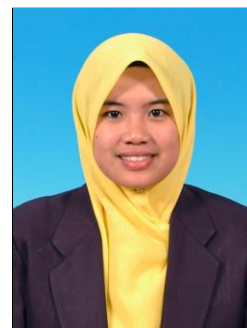


WAN NOOR HAFIEZA ABDULLAH

No.7, Lorong 1, Jalan M2,
Taman Merbok,
75450, Bukit Baru,
Melaka.

Tel : 017-6209692

Email : wann156@yahoo.com

**PERSONAL DETAILS**

Date of Birth	: 15 th June 1987	Gender	: Female
Place of Birth	: Hospital Besar Melaka	Race	: Malay
Nationality	: Malaysian	Religion	: Islam
Age	: 27 years old	Status	: Single

CAREER OBJECTIVE:

To contribute actively in the achievement of company goals and requirement, and to seek opportunities for self-development and improvement for benefit of company.

EDUCATIONAL BACKGROUND

Qualification	: Degree
Field of Study	: Bachelor of Accountancy (Hons)
Institute/University	: University Technology of Mara (UiTM)
Grade	: CGPA : 3.58
Graduation date	: November 2010

Qualification	: Certificate
Field of Study	: Accountancy
Institute/University	: Johor Matriculation College
Grade	: CGPA : 3.96
Graduation date	: June 2006

Qualification	: SPM
Field of Study	: Others
Institute/University	: Sek Men Keb Agama Sharifah Rodziah
Grade	: 8A 2B 2C
Graduation date	: Dec 2004

Qualification	: PMR
Field of Study	: Others
Institute/University	: Sek Men Keb Agama Sharifah Rodziah
Grade	: 8A 1B
Graduation date	: Dec 2002

EMPLOYMENT HISTORY

Company Name : Muhammadiyah Travel & Tours Sdn Bhd
Position Title : Account Executive
Specialization : Accounting & Admin
Industry : Travelling
Duration : Oct 2010 – current

Work Discription:

- Prepare petty cash voucher, payment voucher, cheque, bank instruction & payment listing including suppliers & mothly expenses also as expenses Makkah & Madinah.
- Prepare invoice to customers & do follow up for payment to ensure payment are collected accordingly.
- Monitor bank & cash balance to ensure funds is sufficient.
- Liaise with bank in application of BG & prepare all related documents needed.
- Liaise with suppliers to get quotation to ensure the best price offered before decision made by management.
- liaise with all local authority body & government department when required
- Communicate & arrange between money changer & third party when there is urgent transaction needed involving other currencies to ensure money is well received & collected as instructed.
- Fill tax forms for directors & staffs.
- Prepare full set of account using UBS system.
- Prepare monthly salary for staffs & director including overtime and unpaid leave.
- Assist manager in monitoring subordinate to ensure task are done properly and as per scheduled.
- Monitor & secure the security & maintenance of office equipment including PC, projector, aircond, internet, telephones, Photostat machines & etc to ensure all are well equipped.
- Monitor vehicles of company including renew road tax & insurances & monthly installment.
- Administer accommodation for directors including monthly rental, water & electricity.
- Liaise with secretary related secretarial matters of company including resignation of directors, resolutions & etc.
- Administer of admin matter including staffs leave, attendance, duties that are required as instructed by manager.
- Handling administrative duties.
- Assist in marketing & communicate directly with clients to push and increase no of sales.
- Arrange ground handling for group including hotel & accommodations, transportation, meals before or after performing umrah with dealing with hotel & Transportation Company directly.
- Assist in communicating & dealing with company's representative in Makkah & Madinah to ensure all services is operated smoothly.
- Assist manager in overseeing office operations.

Company Name : Khairuddin Hasyudeen & Razi (KHR)
Position Title : Trainee
Specialization : Accounting, Auditing, Taxation and Secretarial Matter
Industry : Audit Firm
Duration : June 2009 – November 2009

Work Discription:

- Doing audit,account & tax for clients such as construction companies, GLC companies

LANGUAGE, SKILLS AND OTHERS

Language	Speaking	Writing
Bahasa Melayu	Excellent	Excellent
English	Good	Good
Arabic	Moderate	Moderate

Computer Skills: -

MS Office – Word, Excel, Power Point, Front page

UBS Accounting System

Personal attributes:-

1. Able to multitask and perform well under pressure
2. Excellent in time management skills.
3. Ability to work in group/team, easy to talk to.
4. Responsible, honest, hardworking.
5. Aptitude and eager to learn and grasp new concepts and adapt well in changing environment

Driving License: - Class 'D'

Availability : Immediately after notice period of 1 month

MISCELLANEOUS

Expected Monthly Salary : Negotiable
 Willing to travel : Moderate
 Possess Own Transport :Yes

REFERENCES

Name : Ramizah Binti Daud
 Relationship : Manager
 Tel : 019-3803554
 Email : ramizah.muhammadiyah@gmail.com

Name : Encik Helmi Bin Rahmat
 Relationship : Former Manager during intership
 Tel : 017-2549961
 Email : helmirahmat@yahoo.com