



RESUME

PERSONNEL PARTICULAR

NAME : ARINAWATI BT ARBAIE

ADDRESS : 1104 JALAN GENTING RANTAU PANJANG
42100 KLANG , SELANGOR.

COUNTRY : MALAYSIA

COLOUR : BLUE

DATE OF BIRTH : 26 NOV 1976

REGION : ISLAM

RACE : MALAY

PHONE : 017 – 2458580
03 – 32914410

STATUS : MARRIED

LANGUAGE

SPOKEN : MALAY – EXCELLENT
ENGLISH – EXCELLENT

WRITTEN : MALAY – EXCELLENT
ENGLISH - EXCELLENT

EXPECTED SALARY : RM 3,500.00 (Negotiable)

EDUCATION

04.01.1996 – 31.12.1999 COLLEGE BINARY BUSINESS SCHOOL KLANG
DIPLOMA COMPUTER, ACCOUNTING & ADMIN.

03.01.1994 -31.12.1995 SEKOLAH TINGGI KLANG
STPM

03.01.1992 – 31.12.1993 SEKOLAH MEN. RANTAU PANJANG KLANG
SPM

02.01.1990 – 31.12.1992 SEKOLAH MEN. RANTAU PANJANG KLANG
SRP

WORKING EXPERIENCE

24.04.1999 TO 28.02.2003

J.C FREIGHT & ENTERPRISE
LOT 20, JALAN SULTAN HISSAMUDDIN 1,
SELAT KLANG UTARA,
42000 PELABUHAN KLANG,
SELANGOR DARUL EHSAN.

POSITION : ACCOUNTS EXECUTIVE
SALARY : RM 2,300.00
REASON FOR LEAVING : LOOKING MORE CHALLENGING JOB

12.06.2003 TO 30.11.2006

HIGASHIFUJI (M) SDN BHD
LOT 6, KAWASAN PERINDUSTRIAN MIEL,
PENDAMARAN, 42000 PORT KLANG,
SELANGOR DARUL EHSAN

POSITION : ACCOUNTS EXECUTIVE
SALARY : RM2, 200.00
REASON LEAVING : OFFER VSS

4.12.2006 TO 30.06.2007

NATURES BAKE SDN BHD
LOT 4, JALAN ABD MANAN,
OF JALAN MERU, 42200 KLANG,
SELANGOR DARUL EHSAN.

POSITION : FINANCE & ADMIN EXECUTIVE
SALARY : RM2,700.00
REASON FOR LEAVING : GET BETTER JOB

01.07.2007 - 30.06.2009
VARIASI AKTIF SDN BHD
16/6 JALAN PAKU,
40000 SHAH ALAM,
SELANGOR DARUL EHSAN.

POSITION : ACCOUNTS EXECUTIVE
SALARY : RM2,500.00
REASON FOR LEAVING : GET BETTER OFFER

01.08.2009 –30.03.2014
MOMENTUM WORKS SDN BHD
NO.6 JALAN JASMIN,
BANDAR BOTANIC,
41200 KLANG,
SELANGOR DARUL EHSAN.

POSITION : ACCOUNTS & ADMIN EXECUTIVE
SALARY : RM 3,400.00
REASON FOR LEAVING : COMPANY WANT TO CLOSE

SUMMARY OF JOB FUNCTION & RESPOSIBILITIES

1) J.C. FREIGHT & ENTERPRISE

In the 4 years, I have
Responsibilities :

- a) Prepared daily journals and accounts with double entry book keeping accounts and balance sheet.
- b) Prepared and maintained full set of accounts on cash basics with year end closing.
- c) Prepared Debtor report and statements.
- d) Chasing customer and attend credit meeting.
- e) Checking creditor and bank statements.
- f) Maintained the filling of official receipt, bill payments and voucher.
- g) Responsible for petty cash claims,cash advance.
- h) Checking quotation for rate vessel.

2) HIGASHIFUJI (M) SDN BHD

In the 4 years, I have

Responsibilities :

- a) Meticulous and able to meet dateline.
- b) Prepared Debtor statements.
- c) Perform/review journals entries and cash book transaction.
- d) Perform/review bank reconciliation.
- e) Develop and monitor operating & capital expenditure budgets.
- f) Prepared accurate and timely monthly financial statements and management report.
- g) Manage statutory audit and preparation of annual reports.
- h) Manage in costing and cost control measures.
- i) Review and manage the company balance sheet and income statement.
- j) The day to day operation shall cover area such as processing of AP,AR,GL and Journal Entries.
- k) Prepared commission calculation for sales

3) NATURES BAKE SDN BHD

In the 1 year , I have,

Responsibilities :

- a) Able to handle full set of accounts.
- b) Arrange salary,EPF,SOCSSO and Income Tax.
- c) Assist in administering and coordinating Human Resources operation of the organization through employee relations ,manpower and career development.
- d) Handling cash flow for 2 companies.
- e) Prepared bank reconciliation.
- f) Preparing management report for every month.
- g) Responsible for petty cash claims,cash advance.
- h) Chasing customer and attend credit meeting.
- i) Review and manage the company balance sheet and income statements.
- j) Assist in foreign workers renewal and procedures.
- k) Liaise with local authorities and government department for labour and admin related matters.
- l) Handle full spectrum of HR and admin function the company which includes prepare payroll,recruitment, interview,conduct staff orientation, training & development programs.
- m) Update of HR Policies & procedures and compliance personnel records & Files. Check medical expenses, attendance & insurances related matters.
- n) Other ad-hoc assignment from time to time.

3) VARIASI AKTIF SDN BHD

Responsibilities :

- a) Meticulous and able to handle full set of accounts.
- b) Prepared salary and arrange EPF,SOCSO & INCOME TAX.
- c) Control cash flow for 4 companies.
- d) Prepared bank reconciliation .
- e) Prepared Debtor & Creditor Statement and Checking .
- f) Prepared auditor report.
- g) Prepared Management report for every month.
- h) The day to day operation shall cover area such as processing of AR,AP,GL and journal entries.
- i) Manage in costing and cost control measures.
- j) Control petty cash and checking petty cash report.
- k) Maintained for all expenses.
- l) Chasing customer and attend credit meeting.
- m) To maintain & update the fixed assets schedule, computation of depreciation and compile all fixed assets invoices in file.
- n) Prepared T.T ,BA,LC and deal with bank.
- o) Prepared commission calculation for every month.
- p) Assist in administering and coordinating Human Resources operations of the organization through employee relations, manpower and career development.
- q) Handle full spectrum of HR and admin function .
- r) Prepared payroll,recruitment ,interview,conduct staff.
- s) Update of HR policies & procedures and compliance of the policies.
- t) Maintain personnel records & files,attendance,check with medical expenses,insurance related matters, etc.
- u) Assist in foreign workers renewal and procedures.
- v) Liaise with local authorities and government department for labour and admin related matters.

4) MOMENTUM WORKS SDN BHD

Responsibilities :

- a) Meticulous and able to handle full set of accounts.
- b) Control Cash flow.
- c) Prepared Bank reconciliation.
- d) Maintain invoices for Debtor and Creditor .
- e) Checking creditor statement of Accounts.
- f) Handling the year end annual report .
- g) Maintain companies fixed asset listings.
- h) Perform periodic audit task on specified company documents, such as :
Invoices ,payment voucher ,petty cash and stock report
- i) Handling shipment for export .
- j) Prepared documents Invoices ,DO and packing list to customer.
- k) Chasing payment for customer.
- l) Prepared payroll, recruitment ,Interview and conduct staff .
- m) Maintain personnel record & file attendance.
- n) Prepared government statutory report such as Epf ,Socso & PCB.
- o) HR letters responsible for all letters to employment confirmation ,termination, Promotion, transfer & other related.
- p) Administration of Annual performance Appraisal and annual salary review.

SUMMARY OF COMPETENCIES

- a) Good interpersonal communication,creativity,management and problem solving skills.
- b) Hardworking and always willing to learn .
- c) Accountable and responsible to the task given.
- d) Ability to make rational and sensible decision.

PERSONNEL ATTRIBUTES

- a) Independent, self-sufficient but able to make an effective contribution as a team Member as well.
- b) Patient and understanding.
- c) Approachable, sociable and courteous
- d) Willingness to help others.

- e) Able to work under pressure.
- f) Enjoy challenges.