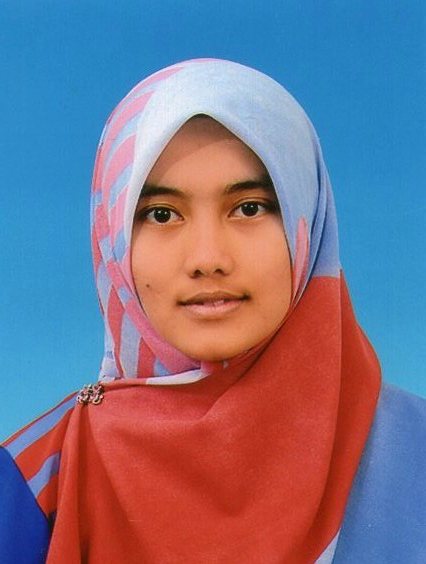
**BUSYRA BT KHALID**

**013 – 2459819**

[**busyrakhalid@yahoo.com**](mailto:busyrakhalid@yahoo.com)

No 2, Jalan Pintas Jaya 2,

Taman Pintas Jaya, 86400 Batu Pahat,

Johor.

**PERSONAL PARTICULARS**

Age

Date of Birth

IC no

Gender

Race

Religion

Marital Status

Nationality

: 23 years old

: 1st August 1990

: 900801-08-6048

: Female

: Malay

: Islam

: Single

: Malaysian

EDUCATIONAL BACKGROUND

**2009-Present**

***Qualification* : *Bachelor’s Degree***

Field of Study : Accounting

Major : Islamic

Institute/University : International Islamic University Malaysia (IIUM)

Status : Graduated January 2014

Latest CGPA : 3.189

**2008-2009**

***Qualification* : *Matriculation***

Field of Study : Economics and Management Sciences

Institute/University : Centre for Foundation Studies International Islamic University

Malaysia

CGPA : 3.667

**2006-2007**

***Qualification* : *Sijil Pelajaran Malaysia (SPM)***

Field of Study : Physical Science + Accounting

School : Sek. Men. Teknik Perdagangan

Grade : 4A,5B,1C

**2003-2005**

***Qualification* : *Penilaian Menengah Rendah (PMR)***

School : Sek. Men. Keb. (P) Temenggong Ibrahim

Grade : 3A,5B

**INVOLVEMENT AND ACHIEVEMENTS**

* Financial Controller of Mahallah Representative Committee 2011/2012
* Facilitator for “Youth Outdoor Quest”
* Entrepreneur bureau in “Educational and Humanitarian Trip to Aceh”
* Committee in Creative Workshop 2012
* Committee in Mahallah Training for Trainers
* 2nd runner up for Netball (University Sport Carnival’11)
* Head facilitator for “Program Remaja Mengurus Remaja”.

**2011**

* Sport and Recreational bureau of Mahallah Representative Committee 2010/2011
* Vice President of Block Representative Committee 2010/2011
* Assistant Program Manager for Community Service: Zoom Penang 2011 Kampung Cherok To’kun Bukit Mertajam, Pulau Pinang
* Facilitator Program “Inspiration To Be Smart” Sek. Keb. Juara 2011
* Assisant Program Manager(Telematch) and main committee of Sumayyah Week 2011 (Telematch)
* Catering of Sumayyah Nasyeed Competition
* 2nd runner up for Netball (University Sport Carnival’10)
* Participate in Discus Throw for (University Sport Carnival’10)

**2010**

* Special Task Central for Convest’10
* 1st runner up for Netball (University Sport Carnival’ 09)
* Participate in Shot putt for (University Sport Carnival’09)
* Participated in basic course for ‘Parajurit Muda sukarela Siri 1/2010’

**2008-2009**

* Sport Bureau in Foundation Students Coordination Council, (FSCC)
* Humanitarian trip to Java under “Road to Jawa 2” program.

**2006-2007**

* School Prefect
* Vice President of Kelab Rumah Sukan
* Secretary of Taek Wan Do Club
* Member of Tennis Club
* Participated in Taek Wan Do Tournament, MSSPP
* Participated in Physics inter-school quiz
* Participated in English Public Speaking District Level

SKILLS

1. Excellent communication skills and information search.
2. Quick practical learner.
3. Thrive on challenging tasks in office environment.
4. Highly organized and dedicated with positive attitude.
5. Excellent written and oral interpersonal communication skills.
6. Perform multiple assignments under pressure and consistently meet deadlines.
7. Computer Skill - Microsoft Office
8. Competent in using UBS as an accounting software
9. Experienced key in account using “remote computer software”

LANGUAGES

(**Proficiency**: 0=**Poor -** 10=**Excellent**)

|  |  |  |
| --- | --- | --- |
| **Language** | **Spoken** | **Written** |
| Bahasa Malaysia | 10 | 9 |
| English | 8 | 8 |

WORK EXPERIENCED

|  |
| --- |
| Duration : 21st January 2013 – 19th July 2013  Place : Too & Associates  Field experienced : Account and audit  WORK PREFERENCE  Availability : March 2014 onwards  Willing to Travel : Yes  Driving License : Yes |

REFERENCES

**Prof. Dr. Nik Nazli bt Nik Ahmad**

Department of Accounting

Dean of Kulliyyah of Economics and Management Sciences

International Islamic University Malaysia

Tel: 03-61964769, ext: 4685  
Email: [niknazli@iium.edu.my](mailto:niknazli@iium.edu.my), nazliahmad@gmail.com