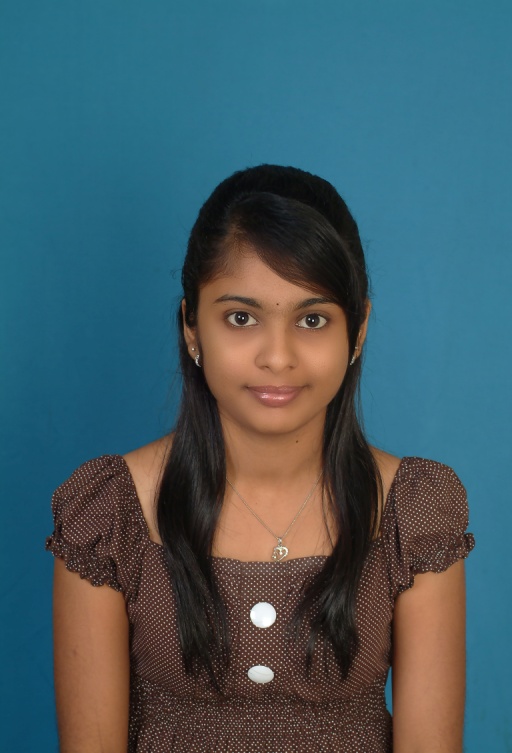
**CURRICULAR VITAE**

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**Personal Information**

Full Name as per IC : Hemala A/P Renganathan

Gender : Female

Age : 24 years old

Date of Birth : 08 Feb 1990

Nationality : Malaysian

Marital Status : Single

No IC : 900208-08-5992

Email : hemalarenganathan@yahoo.com

Mobile : 014-9085727/016-2333674

Current Address : Block 21-13-13, Taman Bukit Angkasa, 59200 Pantai Dalam, Kuala Lumpur

**Qualification**

**Field of Study Institution/School Year**

* Degree in Accounting (On-going) UPM, Serdang 2017
* Diploma In Accounting Polytechnic Sultan Azlan Shah 2011
* SPM(Sijil Pelajaran Malaysia) SMK Convent Teluk Intan 2007
* PMR(Pernilaian Menengah Rendah) SMK Convent Teluk Intan 2005
* UPSR(Ujian Pernilaian Sekolah Rendah) SK Convent Teluk Intan 2002

**Extra Curricular Activities**

* **2009 - 2011**  **~** Ahli Pengakap Kelana
* **Jan 2009 - Jun 2009** **~** Ahli Jawatankuasa Pelajar KAMSIS

**~** Ahli Jawatankuasa Biro Kerohanian & Kebajikan

**~** Ahli Jawatankuasa Program Sukan KAMSIS

**~** Ahli Jawatankuasa Hari ‘ Hati ke Hati’

**~** Ahli Jawatankuasa Kembara PSAS ke Zon Pantai Timur

* **July 2008 - Nov 2008** **~** Ahli Jawatankuasa Kawad Kaki (R1001 Polybriged)
* **2008 - 2011**  **~** Ahli ‘Indian Cultural Society’
* **2004 - 2007**  **~** Ahli St.John Ambulance

**~** Pengurus Stor St.John Ambulance

**~** Ahli Persatuan Bahasa Tamil

**~** Ahli Jawatankuasa Kelas

**Working Experience**

**Koperasi Guru-Guru Kerajaan Berhad (Current Employment)**

Job Industry : Credit Facilities for government teachers

Employment Date : August 2013 (Current employment)

Position : Account Assistant

**Job Scope**

* Handled the complete accounting cycle, including opening, posting entries and closing accounts manually
* Prepare bank reconciliation by comparing bank statements and cash books
* Update data for payments
* Process loans and withdrawals for members
* Prepare cheques for members
* Answer the telephone and responds for the enquiries from members

**Working Experience**

**ASI (MM2H) Sdn Bhd**

Job Industry : Company Secretary/Accounting/Auditing

Employment Date : April 2012 – August 2013

Position : Account Clerk

**Job Scope**

* **Account Handler**
* Handled the complete accounting cycle, including opening, posting entries and closing accounts using “UBS”
* Verifying the accuracy of invoices and other accounting documents and records.
  + Prepare bank reconciliation
  + Check and keep records of transactions and documentations
  + Prepare routine entries and post financial transactions
  + Update data for payments and collections
* **Administrative Support**
* Answers the telephone; takes and relay messages and responds to inquiries from the general public.
* **Payroll:**
* Maintain a working knowledge of the payroll processes and software and provide backup as required.
* Maintains payroll information by collecting, calculating and entering data
* Prepares computer input forms, enter data into computer files, or computer wages and deductions and posts to payroll records
* Prepare reports by compiling summaries of earnings, taxes, deductions, leave and non taxable wages
* Completes forms requiring payroll data
* Files payroll records

**Working Experience – Others**

**Param & Co**

Job Industry : Accounting & Auditing

Employment Date : Jan 2010 – Jun 2010

Position : Trainee

**Job Scope**

* Recording Accounts transactions using ‘MYOB’
* Check and update records of transactions and documents
* Assist in daily accounting operations assigned
* Handled invoice verification, coding and scanning
* Maintain, control and monitor accounting records and files

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**Skills & Strength**

* Having basic computer skills such as Word, Excel and Power Point. Able to grasp any new accounting software functionality
* Proficient in User Business System(UBS) and Mind Your Own Business(MYOB)
* Able to work efficiently under pressure and meet deadlines
* Able to work independently with minimum supervision
* Responsible and commit to every task assigned
* Able to perform company administrative duties and keep and update company’s transactions and documentations
* Able to communicate fluently in Bahasa Malaysia, English and Tamil as and where required
* Have strong interpersonal, communication and presentation skills

**Work Preference**

Willing To Travel : Yes

Expected Monthly Salary : RM2500 and above