

# AUNI HAMIZAH BT SHAARI

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B-1-101, APARTMENT SRI MERANTI,  
JLN PJU 1A/5,  
ARA DAMANSARA,  
47301 PETALING JAYA, SELANGOR.

## OBJECTIVES

- To acquire soft skills, knowledge and hands-on experience in order to become an excellent, value-adding employee specializing in areas related to finance, business administration and management while contributing to the economic growth of the country.

## PERSONALITY

- Well-organize, self-motivated, can work well individually and in a team, a creative and critical thinker, able to multi-task, can adapt to changes and new environment, believes in continuous learning and improvement.

## EDUCATION

### Bachelor's Degree - Bachelor of Science (Islamic Finance) (Honours)

Field of Study : Finance/Economics/Business Admin/ Accounting  
Major : Islamic Finance  
Institute / University : International Islamic University Malaysia (IIUM)  
CGPA : **2.932**

### Higher Secondary/STPM/: Centre for Foundation Studies, IIUM

Field of Study : Economics and Management Sciences  
Institute / University : International Islamic University Malaysia (IIUM)

### Secondary Education

School : MRSM PDRM, KULIM KEDAH  
Year 2009(SPM Result) : **5A 3B 1C**  
Year 2007(PMR Result) : **6A 2B**

## WORKING EXPERIENCES

### 2016 : SIME DARBY PROPERTY SL1M Trainee

- Prepare monthly closing for apartments, do balance sheet and profit & loss account
- Manage the payment vouchers that need to be post and contact the tenants for cheque collection
- Organize the payment payable record for Melawati Mall
- Update bank balance and do bank reconciliation statement
- Assist in checking the submission of GST return status (MSIC GST and Tax code) and check the tax position status of the companies
- Assist in doing budget and actual for financial position and profit and loss
- Assist the team for Genting View Resort (GVR) outstation purpose

### 2016 : MRCB SL1M Trainee

- Manage new application for motorcycle and car parking (fill the form, encode the card and manage the payment for new applicants).
- Update customers' season payment (monthly payment) and late payment.
- Do daily summary reports on customers' season payment and payment by ticket.
- Do daily cash collection at Autopay Station



## PERSONAL PROFILE

Date of Birth : 08/02/1992  
Age : 24  
I/C No : 920208-14-6298  
Marital Status : Single  
Religion : Islam  
Race : Malay  
Nationality : Malaysian

## LANGUAGE

	WRITING	SPEAKING
MALAY	Excellent	Excellent
ENGLISH	Good	Good

IELTS: BAND 6

## COMPUTER SKILLS

- Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft PowerPoint)
- AMANO System, IFCA system, BPC 10.1 System

## CO-CURRICULAR ACTIVITIES

<b>Work</b>	2017 2016	<b>Performer</b> Sime Darby for SL1M Outreach Program <b>Volunteer</b> for Sime Darby LPGA Golf Tournament
<b>University</b>	2015      2014   2013   2012  2011	<b>Committee</b> , Preparation and Technical, Convocation Fiesta (CONVEST) IIUM <b>Committee</b> , Sport and Module, Community Service Program to Sarawak <b>Committee</b> , Catering, Nusaibah Family day <b>Committee</b> , Maal Hijrah Arabic Debate Championship <b>Committee</b> , Preparation and Technical, Stall and Bazar (STABAZ '15) <b>Member</b> , Kelab Rakan Muda IIUM <b>Committee</b> , Catering and Logistic, Convocation Fiesta (CONVEST '13) IIUM <b>Committee</b> , Preparation and Technical, Ta'aruf Week 2013/2014 <b>Committee</b> , General Task, Convocation Fiesta (CONVEST '12) IIUM <b>Secretary</b> , Economics and Management Sciences Society, Center for Foundation Studies (CFS), IIUM
<b>School</b>	2009      2008	<b>Committee</b> , Jawatankuasa Pengurusan Asrama, MRSM PDRM. <b>Committee</b> , Ahli Organisasi Naqibah, MRSM PDRM. <b>Participant</b> , Project School Enrichment Model (SEM) Menengah Atas <b>Committee</b> , Suruhanjaya Pilihanraya Badan Wakil Pelajar, MRSM PDRM. <b>Committee</b> , Jawatankuasa Pengurusan Asrama, MRSM PDRM. <b>Committee</b> , Ahli Organisasi Naqibah, MRSM PDRM. <b>Winner</b> , Pertandingan Menembak dan Kawad Kaki Perkhemahan Kor Kadet Polis Peringkat MRSM Se-Malaysia <b>Participant</b> , Mock United Nations General Assembly

## REFEREES

**Dr. Asrul bin Dahari**  
Deputy Dean Student Affairs,  
Kuliyah of Economics and Management Sciences,  
International Islamic University Malaysia (IIUM).  
Tel No: 016-6155858  
Email: adahari@iium.edu.my

**Jayarany Arumugasamy**  
Senior Finance Executive,  
Sime Darby Property Berhad,  
7<sup>th</sup> Floor, Block G,  
No. 2, Jalan PJU 1A/7A, Ara Damansara PJU 1A,  
47301 Petaling Jaya, Selangor.  
Tel. No. : 03-78495218  
Email : jayarany@sime-darby.com

## COURSE TAKEN

### Economics:

- Principles of Macroeconomics
- Principles of Microeconomics
- Business Mathematics
- Statistical Methods
- Foundation of Islamic Economics
- Fiqh For Economist 1,2
- Decision Science
- Islamic Capital Market
- Economic of Zakat

### Business Administration:

- Principles and Practices of Management
- Organizational Behavior
- Business Ethics

### Finance:

- Financial Management 1&2
- Money and Banking
- Bank Management
- Foundation of Islamic Finance
- Principles & Practices of Takaful & Re-Takaful
- Qawaid Fiqhiyyah for Banking and Finance
- Marketing of Financial Services
- Waqf Management
- Islamic Money and Payment System

### Accounting:

- Financial Accounting Fundamentals
- Management Accounting Fundamentals
- Accounting for Islamic Financial Institutions
- Auditing and Governance for Islamic Financial Institutions

### Others:

- Information Technology (ICT)
- Management Information System (MIS)
- Bahasa Melayu Kerjaya (Perniagaan)
- English for Academic Writing
- The Islamic Worldview
- Islam, Knowledge and Civilization
- Ethics and Fiqh For Everyday Life
- Usul Fiqh 1&2
- Tilawah al-Quran 2
- Leadership and Management
- Community Service 1&2
- Family Management and Parenting
- Study Circle 1&2
- Malaysian Business Law (for ENM)