

# ZETTY AKHTAR BINTI ZAKARIA

## CAREER OBJECTIVE

To attain position that can offer me the excellent opportunity to learn and utilize my skills for the enhancement of your esteemed company and organization.



## ACADEMIC QUALIFICATIONS

- 2011 - 2014     **UNIVERSITI MALAYSIA SABAH**  
Educational level : Bachelor of Islamic Finance  
Grade : 3.05
- 2008 – 2010    **SMK PARIT BUNGA MUAR, JOHOR**  
Educational Level : STPM  
Grade : 2.92
- 2006 – 2007    **SMK PARIT BUNGA MUAR, JOHOR**  
Educational Level : SPM  
Grade : 1 A1, 2 A2, 1 3B, 3 4B, 4 7D
- 2003 – 2005    **SMK PARIT BUNGA MUAR, JOHOR**  
Educational Level : PMR  
Grade : 2A, 4 B, 2C

## CONTACT INFO:

### Mobile Number

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### Address

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## WORKING EXPERIENCES

### 7-ELEVEN SDN BHD : Senior Assistant Internal Audit

28 March 2016 – 1 June 2017

- Conduct inventory audit and compliance review at 7-Eleven stores on regular basis
- Report any audit findings on non-compliances to management
- Carry any special audit assignments as instructed by management

### Pacific Mall Batu Pahat : Account Assistant

March 2015 – April 2015

- Prepare and calculate invoice / debit notes
- Answer phone call from customer
- Any other account duties

### Majlis Perbandaran Muar (MPM) : Industrial Training

30 June 2014 - 7 September 2014

- Calculate yearly tax and manage the tax letter for customer
- Answer phone call from customer
- Done any related to finance work

## SKILLS AND ABILITIES

- Personal Skill:** Highly organized and efficient  
Able to work independently as well as a good team player  
Always looking for a new experiences
- Language Skill:** Proficient in speaking, reading, writing, and listening in English and Malay
- Computer Skill:** Well exposed in Office 2010 / Windows 7 (MS word, MS Power Point and MS excel)
- Leadership Skill:** *Vice President* in 'Keselamatan Jalanraya club' during pra-university in 2010  
*Prefect* and *Vice-treasure* in 'Pusat Akses Sekolah' during pra-university in 2010  
*Prefect* during secondary school in 2008
- Teamwork Skill:** Committee member in Festival Nasyid at UMSKAL, 2012  
Committee member in Activity Kokum at UMSKAL, 2011  
Committee member in Pop Colouring event at UMSKAL, 2011

## PREFERENCE

- Willing to Travel** : Yes  
**Possess Driving License** : B2, D  
**Possess Own Trasport** : Yes  
**Availability** : Immediately

### REFERENCE:

*Miss Fauziyana Nur binti Mohamed*  
Senior Assistant Internal Auditor,

7-Eleven Sdn. Bhd  
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