

RESUME

MAFIZOH BINTI OTHMAN



**6577 Paya Keladi Tengah
13200 Kepala Batas
Seberang Perai Utara
Pulau Pinang**

Telephone no: 017-4412156
E-mail Address: isfiz_08@yahoo.com.my

PERSONAL PARTICULARS

Date of birth	: 14 June 1989	Place of Birth:	Pendang, Kedah
Age	: 28 years	NIRC:	890614-02-6094
Marital Status	: Married	Nationality	: Malaysian

EDUCATIONAL BACKGROUND

Highest Education

Level : Diploma in Accountancy
Major : Accounts
Institution : Seberang Perai Polytechnic, Pulau Pinang
CGPA : 3.72/4.00
Year : Jan 2008 – Dec 2010

Second Highest Education

Level : Sijil Pelajaran Malaysia (SPM)
Major : Accounts and Science
School : Sekolah Menengah Teknik Pendang, Kedah Darul Aman.
Achievement : 2A, 2B, 2C, 3D, 2E
Year : 2006

WORK EXPERIENCE

July 2009 – Dec 2009

Industrial Training at Agensi Pekerjaan Butterworth Sdn. Bhd.

- Professional search and recruitment services for all level
- Updating leave record, employee personal record, checking punch card and updating salary book for all contract staff every months
- Preparing documents for SOCSO and insurance claims to all contract staff
- Handling payroll for contract staff by manual, EPF, SOCSO, Income Tax, EA Form and etc.

Jan 2011-Jan 2012

Pasaraya Segar Razleen – Account cum admint clerk

- Preparing SOCSO, EPF and handling payroll for all staff every month.
- Preparing cheque and payment voucher for supplier.
- Preparing invoice, quotation and delivery order for project at Pasaraya Segar Razleen.
- Preparing full set account (using UBS System)

Jan 2012 – Feb 2013

Rentokil Initial (M) Sdn Bhd – Technician (Service Lady)

- Provide services in the operation "sanitact bin" and perfume.
- Preparing claims for each technician.

March 2013 – Current

Agensi Pekerjaan Butterworth Sdn. Bhd – Admin Assistant

- Professional search and recruitment services for all level
- Sourcing and interviewing candidates for related position
- Doing headhunting, identifying and approaching suitable candidates
- Completing and search for the candidates database to find the suitable person for the job vacancy.
- Handling incoming and outgoing calls from candidates looking for jobs and from company seeking for employees
- Handling paper work for offer letter, To Whom It May Concern, and etc. for contract staff.
- Updating leave record, employee personal record, checking punch card and updating salary book for all contract staff every months
- Handling payroll for contract staff by manual, EPF, SOCSO, Income Tax, EA Form and GST.
- Preparing cheque, invoice, claims and autopay to all contract staff.
- Calculate the salary and overtime for contract staff every months.

PARTICIPATION

- Oct 2010**
- Involved in Edu fest October 2010 Programmed organized by Commerce Department at Seberang Perai Polytechnic.
 - Boot Camp Siri 3/2010 at Involved in Courses Accounting Seberang Perai Polytechnic.
- Jan 2008**
- Involved in “Seminar Pengurusan Kewangan Peribadi” by . Accountancy Club at Seberang Perai Polytechnic
- Mac 2007**
- Involved in “Program Latihan Khidmat Negara” (PLKN) at Kem Rimba Taqwa,Sik Kedah Darul Aman.
- Jan 2005-Dec 2006**
- Involved in librarian at Sekolah Menengah Teknik Pendang,Kedah.

SKILLS/STRENGTHS

- Knowledge in Windows XP – Microsoft Office (Word, Excel and able to make a good presentation by using Microsoft PowerPoint)
- Able to create Database, User Business System (UBS)
- Full clean driving license (B2) (D)
- Able to work overtime, team work, independently and focused.
- Ability to speak and write in Malay language (fluently) and English language (moderate).

SCHOOL ACHIEVEMENTS

- Recipient of Head of Department Academic Award for obtaining above 3.5 in GPA for Jan 2008 and December 2010.
- Recipient of outstanding student award in entrepreneurship and accounting education at Sekolah Menengah Teknik Pendang for year 2005.

OTHER INFORMATION

Expected Salary: RM 1800.00 (negotiable).

REFERENCES

The following persons have agreed to provide any additional information regarding my qualifications and character :

1) Miss Aida

Academy Advisor
Seberang Perai Polytechnic
Jalan Permatang Pauh
13500 Permatang Pauh
Pulau Pinang.
04-5383322 / 0194734340

2) Miss Rajasprai

General Manager
Butterworth Employment Agency
4910 1st Floor
Jalan Kampung Benggali
12000 Butterworth,Pulau Pinang.
04-3325625/0124776635

