

## DETAILS INFORMATION



### RABIATUL ADAWIYAH BINTI SAFIEE

#### Contact Information

Address : 751, Lorong Kuda Kepang 2/2  
Taman Ria Jaya  
08000 Sungai Petani  
Kedah Darul Aman

Mobile No. : 012-4653148 / 019-5135797

Email : ad\_adawiyah87@yahoo.com

#### Personal Particulars

Age : 30 years old

Date of Birth : 6 January 1987

Nationality : Malaysian

Gender : Female

Marital Status : Single

IC No. : 870106-14-5806

Permanent Residence : Malaysia

## **Educational Background**

### **Master**

Field of Study : Accounting  
Major : Accounting  
Institute/University : Universiti Teknologi Mara (UiTM), Shah Alam  
Current CGPA : 3.40/4  
Graduation Date : October 2016

### **Bachelor**

Field of Study : Accounting  
Major : Accounting  
Institute/University : Universiti Teknologi Mara (UiTM), Perlis  
Current CGPA : 3.18/4  
Graduation Date : October 2011

### **Diploma**

Field of Study : Accounting  
Major : Accounting  
Institute/University : Universiti Teknologi Mara (UiTM), Kedah  
CGPA : 3.16/4  
Graduation Date : May 2009

### **SIJIL PELAJARAN MALAYSIA (2004)**

|                                    |    |
|------------------------------------|----|
| BAHASA MELAYU                      | 1A |
| MATEMATIK                          | 1A |
| BAHASA INGERIS                     | 2A |
| PENDIDIKAN ISLAM                   | 2A |
| ENGLISH FOR SCIENCE AND TECHNOLOGY | 2A |
| PRINSIP AKAUN                      | 3B |
| SEJARAH                            | 4B |
| MATEMATIK TAMBAHAN                 | 5C |
| BIOLOGI                            | 6C |
| FIZIK                              | 6C |
| KIMIA                              | 6C |

## **MALAYSIAN ENGLISH UNIVERSITY TEST (MUET) (2008)**

BAND 3

### **Languages**

| <b><u>Language</u></b> | <b>Spoken</b> | <b>Written</b> |
|------------------------|---------------|----------------|
| Bahasa Malaysia        | 10            | 10             |
| English                | 9             | 10             |

### **Working Experiences**

#### **1. MAHSA University**

**Account Executive (29 June 2016 – 10 November 2016)**

Scope of works:

- Record financial information of prospective students
- Prepare daily collection report of prospective students
- Prepare forms and letters
- Prepare daily reports on staged payment of prospective students
- Summarize daily reports

#### **2. Madaniah Group of Companies**

**Finance Executive (10 February 2014 – 10 August 2014)**

Scope of works:

- Professionally record financial schedule.
- Updating previous and current records.
- Prepare cash flows.
- Prepare monthly reports.
- Collect receipts and other documents.
- Record everyday expenses incurred.
- Prepare expenses reports for every departments
- Receipt payment from customers and make payments to bank, creditors and others.

**3. Sekolah Menengah Kebangsaan Kampong Selamat**  
**Substitute teacher (26 Sept 2013-8 Nov 2013)**

Scopes of works:

- Teach Prinsip Perakaunan (Form 5), Sivik (Form 4), Mathematics (Form 3 and Form 1) students within the scope.
- Assist students by providing extra classes for students especially SPM students who are sitting for SPM Examination for 2013.
- Mark final exam paper.
- Attend meetings held every week.

**4. Mara University of Technology**  
**Lecturer Part Time Full Time (PTFT)**  
**3 semesters (Jan 2012-Apr 2013)**

Scopes of works:

- Teach introduction to financial accounting as well as cost accounting more than 18 hours a week for 3 consecutive semesters.
- Provide servicing to other faculty.
- Provide quizzes and tests question papers for students as well as provide them simple with notes.
- Give extra classes to students.
- Responsible to mark the papers (quizzes, tests, and final exam) for the whole semester.
- Participate in invigilating during examination weeks.
- Attend meetings regarding the courses.

**5. Lembaga Hasil Dalam Negeri**  
**Pembantu Tadbir (Penaksiran) Gred 21 Sambilan**  
**10 days (November 2011)**

Scope of works:

- Deal with people who are applying for BR1M
- Key-in data into the system
- Consult with the applicants

## **6. Addeen Consultancy**

**Practical Training (Tax Consultancy Firm)**

**6 months (June2010-Nov2010)**

Scopes of works:

- Filling documents.
- Prepare full set of accounts (Income Statements & Balance Sheet)
- Reconcile bank account for some business.
- Prepare tax paid for each business.

### **Additional Info**

#### **Courses and subjects taken:**

##### **Bachelor/Diploma in Accountancy:**

- Financial Accounting And Reporting
- Cost Accounting
- Management Accounting
- Mathematics For Accounting
- Statistics
- Commercial Law
- Company Law
- Taxation
- Audit
- Investment Analysis
- Accounting Information System
- Ethics
- Public Sector Accounting

##### **Extracurricular activities:**

- Member of MOBAC (Member of Bachelor Accounting)
- Member of SISDA (Siswa and Siswi Diploma in Accounting)
- Candidate for “*Minggu Mesra Siswa*” UiTM KEDAH 2005

**Possessed own transport and hold full B2 and D licenses.**

## References

**Dr. Khairul Anuar bin Kamarudin**

Senior Lecturer  
Faculty of Accountancy  
Universiti Teknologi MARA,  
UiTM Merbok  
019-5753575

**Puan Norshimah binti Abdul Rahman**

Pensyarah Kanan  
Faculty of Accountancy  
Universiti Teknologi MARA,  
UiTM Perlis  
012-2723059

**Shaharuddin bin Mansor**

Sole Proprietorship  
Addeen Consultancy  
No.56 Tingkat 2, Taman Tuanku  
Haminah, 08000 Sungai Petani Kedah  
016-4701015

**Ita Safriza bt Ahmad Safri**

Lecturer  
Faculty Academic  
77, Jalan Mawar 1, Taman Pekan Baru,  
08000 Sungai Petani, Kedah, Malaysia  
013-5394533