



ABDUL HAKIM BIN ABD RAZAK

013-4288581 / 019-4453634

hakimrazak91@gmail.com

A very cooperative person and dedicated on the assignment given. Always be ready to contribute towards the organization.

Contact Info

Address (Home) : Lot 2006, Batu 18, Jln. Kodiang, 06000 Jitra, Kedah.
Objective : To seek a suitable position in accounting profession where I am able to contribute my skills, knowledge and experiences to meet the organization vision and mission.

Personal Particulars

Date of Birth : 12 DECEMBER 1991
Races : MALAY
Religion : ISLAM
Nationality : MALAYSIAN
Gender : MALE
Marital Status : SINGLE

Educational Background

2015 – Present : **Association of Chartered Certified Accountant**
INTEC Education College
85% Completion (12 Papers out of 14)

2012 – 2015 : **Bachelor of Accountancy (Hons)**
Universiti Teknologi MARA (UiTM), Kampus Bandaraya Melaka
CGPA : 3.18/4.00

2009 – 2012 : **Diploma in Accounting Information System**
Universiti Teknologi MARA (UiTM), Kampus Arau, Perlis
CGPA : 3.28/4.00

Experience

2015 (6 months)	UMG Corporate Consultants (Internship) <ul style="list-style-type: none">❖ Statutory audit❖ Handling the audit working paper and prepare the audit report❖ Involving in audit field work❖ Responsible for maintaining client's account using UBS Accounting software
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Extra-Curricular Activities

1. Activity: Reserve Army Position: 2 nd Lieutenant Year: 2012 until now	2. Activity: Financial Intelligence sharing session Position: Participant Year: 2016
3. Activity: Inter-Part Accounting Quiz Position: Participant Year: 2015	4. Activity: GST Talk Position: Participant Year: 2015

Skills and Other Information

MS Word	MS Power Point	MS Excel	Sage UBS
Positive Attitude	Team Player	Flexible	Fast Learner

(Language Proficiency: 0=Poor - 10=Excellent)

Bahasa Malaysia Spoken: 10 Written: 10	English Spoken: 7 Written: 8
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Contact Info

Afidah Binti Sapari

Relationship : University's Lecturer
Position : Lecturer / Class Coordinator
Address : Universiti Teknologi MARA (UiTM), Kampus Lendu,
KM26 Jalan Lendu, 78000 Alor Gajah, Melaka.
Tel : (Phone) 012 - 6353638

Mejar Mazalan Bin Abd Rahman

Relationship : Senior Officer
Position : Officer Commanding, Battalion 2
Address : Rejimen 514 Askar Wataniah, Kem Bukit Beruang, 75450 Melaka.
Tel : (Office) 06 – 2332131 (Phone) 019 – 5000575

Natrah Binti Mohamed Salji

Relationship : Supervisor
Position : Senior Audit Executive
Address : No.8, Jalan TU 42, Taman Tasik Utama, 75450 Ayer Keroh, Melaka.
Tel : (Office) 06 – 232 9003/9004 (Phone) 012 - 3624408