



Noor Hasnah binti Hasan

Contact No: 011-28389768

Email Add: noorhasnah78@gmail.com

I am experieced candidate with almost 16 years practising job in Accounting, Finance and Adminstration. I'm passionate in getting the best result and always giving the best of my best, love teamwork and having strong spirit in building harmonise working environment. A good leader and necessarily be a good follower”

Cuurently working as an Account Manager, managing the full spectrum of accounting and finance related matters for 5 subsidiaries including GST submission and Jabatan Kastam’s enquiries.

PERSONAL INFORMATION

Name : Noor Hasnah binti Hasan
Address : 299, Taman Bestari, 09000 Kulim, Kedah
I/C No : 780924-02-5954
Age : 39 years old
Marital Status : Married, 3 sons
Hobby : Reading, Vacation

ACADEMIC QUALIFICATION

- 1. Master of Science (Management)**
University Utara Malaysia (UUM)
Coursework : CGPA 3.67
Research & VIVA : Distinction
Topic – Factors Influencing Attitude towards Entrepreneurship
among Higher Education Institution Students
Graduated Year: 2015
Completed date: 22 December 2014
- 2. Diploma in Accountancy**
University Technology Mara (UiTM)
CGPA 3.26
Graduated Year: 1999
- 3. Sijil Pelajaran Malaysia (SPM)**
Sekolah Menengah Sultan Badlishah
SPM : 13 Agrregat
Year: 1995

COMPUTER SKILLS

- UBS Accounting System
- MYOB Accounting System
- ERP M3 System
- Exeersoft Accounting System
- Hyperion Reporting Tools
- Crystal Reporting Tools
- Microsoft Office –Word, Excell & Powerpoint
- Microsoft Project 2007
- E-Learning Application
- E-Perolehan – Ministry of Finance
- One HR System
- FingerTec Time Control Management System V2
- Employer i-account for EPF
- System Caruman PERKESO

KEY SKILLS

▪ Account

UBS Accounting System
MYOB Accounting System
Xeersoft Accounting System
Full Set Of Accounts
Account Payable & Receivable
Fixed Asset & Depreciation
GST 03 Submission & Calculation
Jabatan Kastam DiRaja Malaysia – GST Audit

▪ Finance

Budget Preparation & Monitoring
Bank Facilities - SME Bank, OCBC Bank, CIMB Bank & CGC Bank
Grant Management – Malaysia Timber Industry Board (MTIB)
MOF Tender – Financial Committee
Company Financial & Business Plan

▪ Process & SOP

Order Management & Settlement Process
Account Receivables Collection
Warehouse Management
Equipment Reconciliation
Bank Reconciliation
Customer Segmentation Management
Daily Cash Transaction Verification

▪ Human Resources

One HR System
Full Payroll Process
HR Committee for New Company Policy set up
Employee Act 1955
Domestic Inquiry Act 1967
Staff Training Plan, Record & Evaluation
Staff Recruitment Process
Staff Key Performance Indicator

▪ Administration

5S - Internal Auditor
ISO 17025 - Internal Auditor
ISO 9001:2008 Quality Management System
Sijil Pendaftaran Syarikat & Bumiputera Kementerian Kewangan
MTIB Grant Application
Bank Facilities Application & Management

EMPLOYMENT HISTORY

A.B.U Hayat Sdn Bhd
Feb 2016 – Current
Account & Admin Executive
Current Salary : RM3,000

Rabvolks Homes Sdn Bhd
Jan 2014 – Oct 2015
Admin & Finance Assistant Manager
Reason Leaving : Better Offer
Last Salary : RM3,700
Reason Leaving : Accept an offer from Government as *Penolong Akauntan* , Jabatan Akauntan Negara, finally reject the offer due to final placement at Putrajaya

Kedah BioResources Corporation Sdn Bhd
Oct 2006 - Dec 2013
Admin & Finance Assistant Manager
Reason Leaving : Better Offer
Last Salary : RM3,200

Kulim Technology Management Sdn Bhd
Sep 2000 - Sep 2006
Account & Admin Executive
Reason Leaving : Better Offer
Last Salary : RM1,860

OTHER ACTIVITIES

1. Treasurer for Kelab Kebajikan Kakitangan Syarikat
2. St John Ambulance Malaysia Kulim, Kedah
3. 1st Place Kejohanan Nasyid Peringkat UiTM

TRAINING & SEMINAR RECORD

Account & Finance

- Financial Reporting Standards in Malaysia
- Financial Intelligence for Strategic Management Decisions
- International Trade & Documentation Practice
- Practical Accounting Technique
- Tax Management Seminar
- GST Awareness & Implementation

Human Resource

- Workshop in Labor Law
- Employment Act 1955
- Domestic Inquiry 1967
- Staff Key Performance Indicator (KPI)
- Mission & Character Building
- Leadership Training
- Taklimat Potongan Cukai Pendapatan

Administration & Quality Management

- The Management Grid
- Seminar Integriti & Pencegahan Rasuah
- Microsoft Project 2007
- Kursus Keterampilan Bertutur
- Telephone Technique & Courtesy
- Kursus Komunikasi
- Amalan 5S/ QE
- ISO 9001 & ISO/IEC 17025 Internal Auditing

EXPERIENCED AUDITED BY:

- | | |
|----------------------------------|--------------------------|
| • Ernst & Young (M) Sdn Bhd | Account |
| • Hanafiah Raslan Mohamad & Co. | Account |
| • Jamal Amin & Partners | Account |
| • KHR & Co. | Account |
| • MS Consultant Group | Account |
| • Jabatan Audit Negara | Full Operation |
| • Jabatan Akauntan Negara | Akta Wang Tidak Dituntut |
| • Pertubuhan Keselamatan Sosial | SOCISO Contribution |
| • Kumpulan Wang Simpanan Pekerja | EPF Contribution |
| • Lembaga Hasil Dalam Negeri | PCB |

- Holding Company
- Jabatan Standard Malaysia
- Malaysian Productivity Corporation
- Sirim Berhad

Internal Audit
ISO 17025
5S @ Quality Environment
ISO 9001

SALARY

Current Salary : RM3,000
Expected Salary : RM4,200 (Negotiable)

REFERENCE

En Rasidi bin Abu Bakar
Managing Director
Rabvolks Homes Sdn Bhd
Bertam Perdana, Penang
Contact No: 04-5792179

Ahmad Mokhtar Azizan
CEO
Kulim Technology Management S.B
Kulim Hi-Tech Park
09000 Kulim, Kedah
Contact No. : 019-4739441