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NUR AQILAH SUNARI

OBJECTIVE To get a job with a company or institution that offers me a consistent and a positive environment for learning new technology, finding a steady and stable job and implementing it for the good of the business.

SUMMARY Certified in Book-keeping and Accountant of London Chamber Commerce and Industry (LCCI) International Qualification. Highly analytical. Capable of managing multiple projects and consistently meeting deadlines under pressure. Skilled in accounting operations. Always trying to learn a new extensive of accounting software and process.

EXPERIENCE **KEMENTERIAN PERDAGANGAN DALAM NEGERI, KOPERASI DAN KEPENGGUNAAN, LABUAN**

Practical Student.

July 2017 to September 2017

- This is the place where we responsible for client complaints the illegal and disruptive of individual rights.
- Prepares the financial budgets (event budget) for to senior management.

KLINIK KESIHATAN SERI KEMBANGAN, SERDANG SELANGOR

Pharmacist Assistant.

April 2014 to August 2014

- Assist and prescribed all the medication in pill, liquid and shot format for give to the patient based on the doctor information (patient checking).
- Assist the doctor to prepare all the necessary to treat the patients.

7-ELEVEN, SERI KEMBANGAN, SELANGOR

Store Cashier.

December 2012 to May 2013

- Do orders to stock that decrease based on the system that have provided to checking the amount of the stock left.

- Communicate with vendors regarding back order availability, future inventory and special orders.
- Recommended, selected and helped locate and obtain out-of-stock product based on customer request.
- Checking the stocks in and out and when arrive to the store.

ACADEMIC QUALIFICATION

UNIVERSITI MALAYSIA SABAH (UMS), LABUAN, BACHELOR OF INTERNATIONAL FINANCE

- With honours (International and offshore banking), CGPA 3.05 on a scale of 4.00.

MATRICULATION COLLEGE (MATRIC), JOHOR (TANGKAK), ACCOUNTANCY

- Accountant Program, CGPA 3.45 on a scale 4.00.
- Malaysia Universiti English Test (MUET) Band 2 out of band 6.

SEKOLAH MENENGAH KEBANGSAAN RAHMAT, MELAKA, SIJIL PELAJARAN MALAYSIA (SPM)

- Art Stream (Accountant): 5A 2B 2C out of 9 subject.
 - Certified in Book-keeping and Account of London Chamber of Commerce and Industry (LCCI) International Qualification.
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SKILLS & ABILITY

- **Language Skill:** Highly proficient in spoken, listen and written English and Bahasa Malaysia.
 - **Computer Skill:** Well exposed in Microsoft Office 2013 (MS Word, MS Excel, and MS Power Point), Internet Browsing and Photoshop.
 - **Leadership Skill:** Ability to manage and control the situation in the group, effectively manage change immediately with creative and innovative thinking and can solve the problem in the teamwork.
 - **Sport Skill:** Outdoor camping, Squash, Table Tennis.
 - Fast learner, highly dependable, Excellent attention to detail, Customer Relations, Financial Reporting, Cash Flow Analysis and Book-keeping.
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REFERENCES

SITI NUR AQILAH BINTI AB WAHAB, UNIVERSITI MALAYSIA SABAH (UMS)

- Lecturer, Labuan Faculty of International Finance,
- Tel : +6087-460528
- E-mail : nuraqilah@ums.edu.my

MOHAMMAD ASLY BIN BUNCHO, UNIVERSITI MALAYSIA SABAH (UMS)

- Penolong Pendaftaran, Sektor Perkhidmatan Akademik dan Pensyarah Sambilan Kursus Kokurikulum UMS,
 - Tel : +6010-9464694
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