

RESUME

Name : Nurafiqah Binti Shuhaimi
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OBJECTION

To get a job and use my accounting knowledge to the company or institution that offers me a consistently positive environment for learning new technologies and implement them for the good of the business.

EDUCATION & QUALIFICATIONS

Diploma in Accountancy (2014-2016)

Mara Professional College of Ayer Molek, Malacca

- Attended academic courses on communication skills, smart study skills and taxation
- Obtained credit certificates in UBS system
- Obtained Band 3 in MUET

Sijil Pelajaran Malaysia (2008-2012)

Sekolah Menengah Kebangsaan Agama Arau, Arau

- Obtained 1A+ and 2A's with distinctions in Science, Malay Language and Mathematics.

PROFESSIONAL EXPERIENCE

Trainee Assistant (July-September 2016)

Industrial Attachment

Pejabat Mara Negeri Perlis

- Helping production accountant to maintain records of invoices and creditor's payments.
- Keeping records of all transactions and preparation of company's financial statement.
- Manage the loans to the Mara's borrowers.
- Involve as an emcee for Mara's programme.

SKILLS, STRENGTHS & ABILITIES

- Able to speak and write fairly well in Malay, English, Mandarin and Arabic.
- A very punctual, ambitious, dedicated, talented, friendly, cooperative, calm and conscientious person.
- Able to follow instructions closely and work under pressure.

EXTRACURRICULAR ACTIVITIES

MARA Professional College of Ayer Molek, Malacca

- Participated in choral speaking competition
- Participated in Nasyid competition (2014)
- Participated in Leadership and Teambuilding

Sekolah Menengah Kebangsaan Agama Arau, Arau

- Participated in Archery competition (National level 2011)
- Representative of student travel club to Perak (State level 2012)
- Participated in Creative Composition contest (2010)
- Vice president in Archery Club and Student Travel Club (2011 and 2012)

ACHIEVEMENTS & AWARDS

- Top 20 in Archery Competition National Level in 2011
- 3rd place in Creative Composition contest in 2010
- 2nd place in choral speaking competition (KPM AYER MOLEK, 2014)

ADDITIONAL INFORMATION

Interests: Writing, archery, travelling and photography.

REFERENCES

Ms Nur Zarina Hanis
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